INTRODUCTION

This manual contains detailed instructions on the operation and maintenance of this copier. To get maximum versatility from this copier all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

SAFETY INFORMATION

When using your machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠***WARNING:***	***Ignoring this warning could cause serious injury or even death.***
⚠***CAUTION:***	***Ignoring this caution could cause injury or damage to property.***

Examples Of Indications

⚠ ***Symbols ⚠ means a situation that requires you take care.***

Symbols ⚠ means "Hot surface".

Do NOT carry out the operation represented by the symbol ⃠. This example means "Do not take apart."

Symbols ● means you MUST perform this operation. This example means "You must remove the wall plug."

⚠ WARNINGS:

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the main and AC switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the main and AC switches, and unplug the main power cord. Contact your service representive. Do not keep using the machine with a fault or defect.***

- ***Do not put any metal objects or containers holding water (e.g.vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

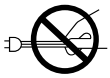
- ***Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to open flame. Dispose of the used photoconductor unit according to local regulations for plastics.***

⚠ CAUTIONS:

- ***Keep the machine away from humidity and dust. A fire or an electric shock might occur.***
- ***Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.***

- ***After you move the machine, fix it with the caster fixture. Othewise, the machine might move or come down to cause a personal injury.***

- ***When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.***
- ***When the machine will not be used for a long time, unplug the power cord.***



- ***When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.***

- ***If you use the machine in a confined space, make sure there is a continuous air turnover.***

- ***Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.***

- ***When removing misfed paper, do not touch the fusing section because it could be very hot.***

- ***This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.***

TABLE OF CONTENTS

WHAT YOU CAN DO WITH THIS MACHINE 1

MANUALS FOR THIS MACHINE 2

GUIDE TO COMPONENTS 3

Options 5

OPERATION PANEL (HARD KEYS) 6

PANEL DISPLAY 8

Displays And Key Operations 8

BASICS

STARTING THE MACHINE 10

Turning On The Power 10

Turning Off The Power 11

CHANGING MODES 12

MULTI-ACCESSING 13

USING AS A COPIER 15

Changing To Copy Mode 15

Interrupt Copying To Make Urgently Needed Copies 15

Printing Simultaneously 16

USING AS A FACSIMILE 17

Changing To Facsimile Mode 17

Printing A Received Fax 17

Sending A Fax 18

USING AS A PRINTER 19

Printing 19

Printing While There Are No Other Active Jobs 19

Printing While Copying 19

CONSUMABLES

COPY PAPER 22

Recommended Paper Sizes And Types 22

Non-recommended Paper 23

Paper Storage 24

Loading Paper 24
TONER 24
Handling Toner 24
Toner Storage 24
Adding Toner 24
PHOTOCONDUCTOR UNIT (PCU) 25
Handling Photoconductor Unit 25
Photoconductor Unit Storage 25
Replacing Photoconductor Unit 25

WHAT TO DO IF SOMETHING GOES WRONG

IF THE MACHINE DOES NOT WORK AS YOU WANT 28
LOADING PAPER 29
ADDING TONER 30
Sending A Fax When Is Lit 31
REPLACING PHOTOCONDUCTOR UNIT (PCU) 32
ADDING STAPLES 35
CLEARING MISFEEDS 36
When A, B, C, D, And/Or R Is Lit 37
When Z Is Lit 37
When W (W1, W2) Is Lit 37
When Original Is Misfed 38
REMOVING JAMMED STAPLES 38

CHANGING THE MACHINE'S SETTINGS

CHANGING THE PAPER SIZE 40
Changing The Paper Size For Paper Tray 1 40
Changing The Paper Size For Optional Tray Unit 43
USER TOOLS - SYSTEM SETTINGS 44
Accessing The User Tools (System Settings) 44
Returning To The Copy Mode 46
USER TOOLS (SYSTEM SETTINGS) MENU 47
SETTINGS YOU CAN CHANGE WITH THE USER TOOLS 48
System Settings 1/5 48

System Settings 2/5 49
System Settings 3/5 51
System Settings 4/5 54
System Settings 5/5 56

DO'S AND DON'TS
WHERE TO PUT YOUR MACHINE
MAINTAINING YOUR MACHINE

DO'S AND DON'TS 62

WHERE TO PUT YOUR MACHINE 63

When Moving The Machine 63
Machine Environment 63
Space Required For Installing The Machine 64
Power Connection 65

MAINTAINING YOUR MACHINE 66

Cleaning The Exposure Glass 66
Cleaning The Platen Cover 66
Cleaning The Document Feeder Belt 67
Cleaning The 1-Bin Tray (Internal Tray2) 67

SPECIFICATIONS

MAINFRAME 70

OPTIONAL DOCUMENT FEEDER 73

OPTIONAL AUTO REVERSE DOCUMENT FEEDER 74

OPTIONAL FINISHER 75

OPTIONAL DUPLEX TRAY 76

OPTIONAL INTERNAL 1-BIN TRAY (Internal Tray 2) 77

OPTIONAL PAPER TRAY UNIT 78

INDEX

INDEX 80

WHAT YOU CAN DO WITH THIS MACHINE

You can expand capabilities of this machine to include fax and printer features. When you want to add a feature, contact your sales or service representative.

Copy Mode

You can make copies in various ways including reducing/enlarging copies and combining originals into one copy as well as basic copying. As a default, you can use memory to make various type of copies.

Options

- Copier Memory unit (4MB)
- Copier Memory unit (8MB)

This option allows you to sort A3⊐, B4⊐, 11" × 17" ⊐, and 8 ½" × 14" ⊐ copies in addition to A4 and 8 ½" × 11".

Facsimile Mode (Optional Fax Unit)

Options:

- ISDN unit
- Memory Card (2MB)
- Memory Card (4MB)
- 400dpi High Resolution Card
- Fax Hard Disk
- Function Upgrade Card

Printer Mode (Optional Printer Controller)

Options:

- Printer Hard Disk Unit

MANUALS FOR THIS MACHINE

This is a multi-function machine combining facsimile and printer features as well as copying features. This manual describes procedures common to these features. Each feature's reference describes the operational procedures separately for the copying, facsimile, and printer features. Please consult the manual that suits your needs.

General Reference (this manual)

Provides an overview of the machine. This manual introduces the features of the machine and describes the basic operations. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

When using as a copier

Copy Reference

Describes the various copying functions from basic copying to more advanced features such as reducing/enlarging copies or combining originals into one copy.

When using as a facsimile

Facsimile Reference (option)

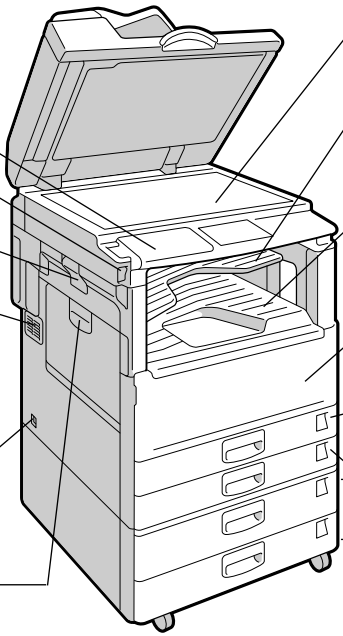
Describes the operational procedures and functions to use the machine as a facsimile.

When using as a printer

Printer Reference (option)

Describes the operational procedures and functions to use the machine as a printer.

GUIDE TO COMPONENTS



Optional
Platen cover
Holds down the original placed on the exposure glass.

Operation panel
⇒ See page 6.

Main switch
Switches the machine on/stand-by.

Left side cover
Open to remove misfed paper.

Ventilation hole
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

AC switch ∗1 ∗2
Do not touch this switch. This switch is used only by a service representative.

External tray
Open to deliver copies, prints and faxes face up when copying from the bypass tray or copying a long original.

<Front View>

Exposure glass
Fit an original face down in the rear left corner.

Internal tray 2(option)
Copied or printed paper is delivered here face down.

Internal tray 1
Copied or printed paper is delivered here face down.

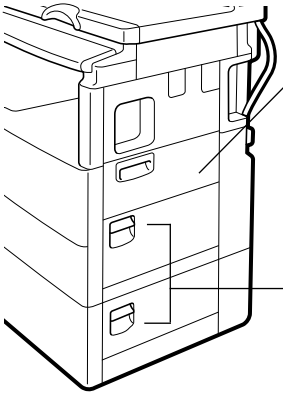
Front cover
Open to remove misfed paper or supply toner.

Duplex tray (Unit for two-sided copies) (option)

Paper tray
Set paper here.
"LOADING PAPER"
⇒ See page 29.

1000-sheet tray unit (option)

<Right Side View>

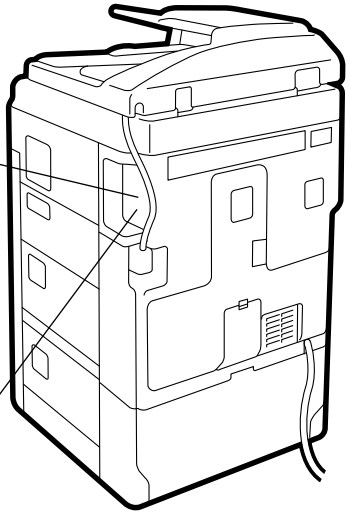


Bypass tray
Use to copy or print onto post cards, OHP transparencies, or other non-standard size paper.
⇒ See "COPYING FROM THE BYPASS TRAY" in the "Copy Reference".

Right Side Cover
Open to remove misfed paper.

∗1: If the machine does not operate after turning on the main switch, check if the AC switch is turned on. If not, turn on it.
∗2: If you leave the AC switch off for more than about one hour, all files in memory are lost. (for the optional facsimile feature)

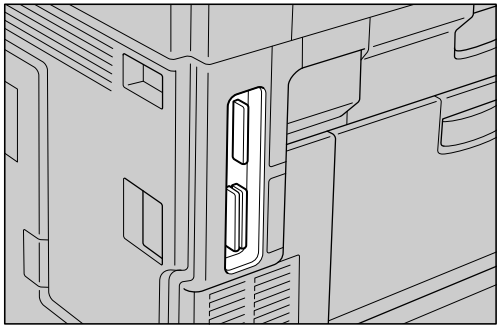
<Rear View>



Card holder (for the optional printer feature)

Cable connector
Connect the optional printer interface cable here.

Card holder (for the optional facsimile features)
Insert the optional cards here. For details, see the "Facsimile Reference".



Options

(1) ARDF (auto reverse document feeder)
⇒ See page 74.

(2) ADF (document feeder)
⇒ See page 73.

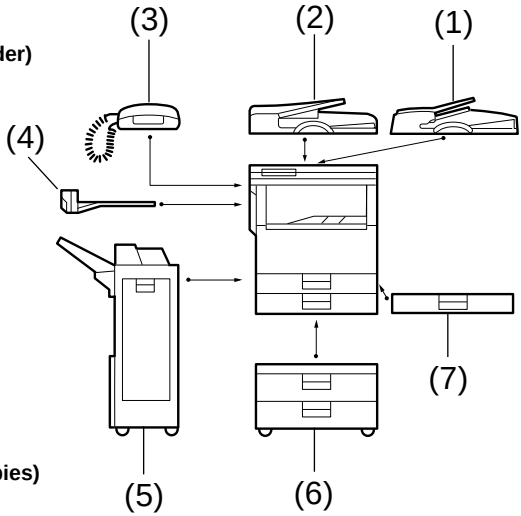
(3) Handset (for facsimile feature)
⇒ See "Faxsimile Reference".

(4) Internal 1-bintray (Internal tray 2)
⇒ See page 77.

(5) Finisher
Sorts, stacks, and staples copies.
⇒ See page 75.

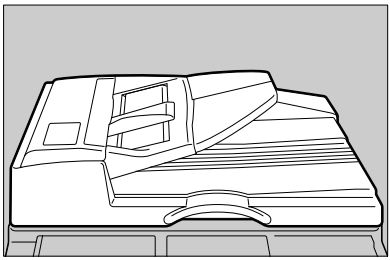
(6) 1000-sheet tray unit
⇒ See page 78.
Consists of two paper trays.

(7) Duplex tray (Unit for two-sided copies)
⇒ See page 76.
Use to make two-sided copies.

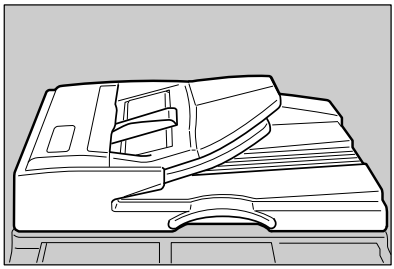


Other options: platen cover

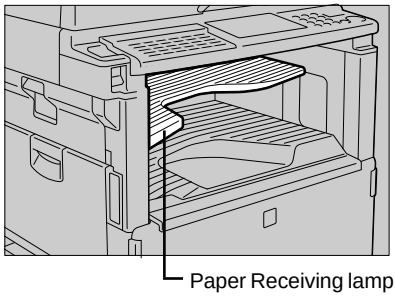
ADF (document feeder)
Insert a stack of originals here. They will be fed automatically.



ARDF (auto reverse document feeder)
Set a stack of originals here and they will be fed one at a time automatically. This document feeder can handle 2-sided originals.



Internal 1-bin tray (hereafter referred to as internal tray 2)
Sorts copies, faxes, and prints.



- You can also specify an output tray for each feature. ⇒ See page 54.
- The Paper Receiving lamp will light when copies, prints, or faxes are delivered to the tray.

OPERATION PANEL (HARD KEYS)

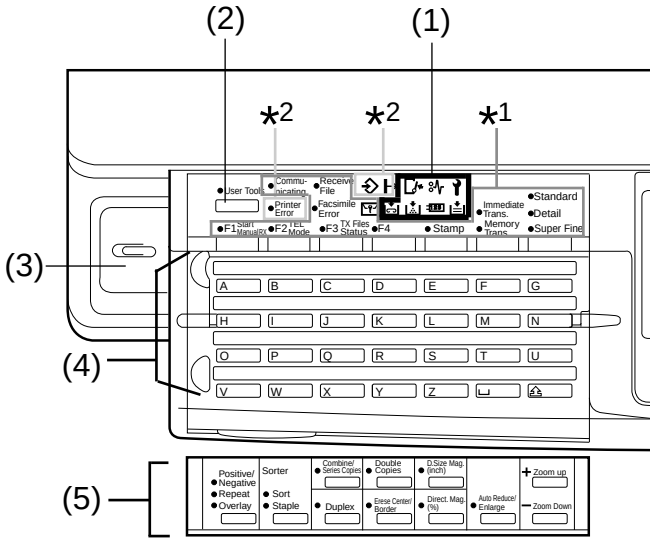
(1) These indicators show errors or the status of the machine.

(2) User Tools key
Use to change the default values and conditions to meet your requirements. ⇒ See page 44.

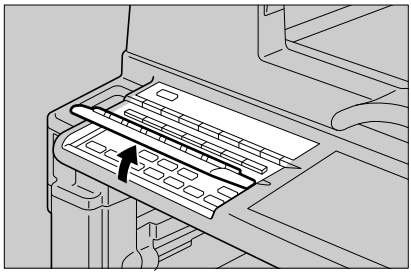
(3) Clip Holder
Place removed clips or staples here.

(4) Fax Operation Panel (for a machine with the fax feature)
⇒ See “Facsimile Reference.”

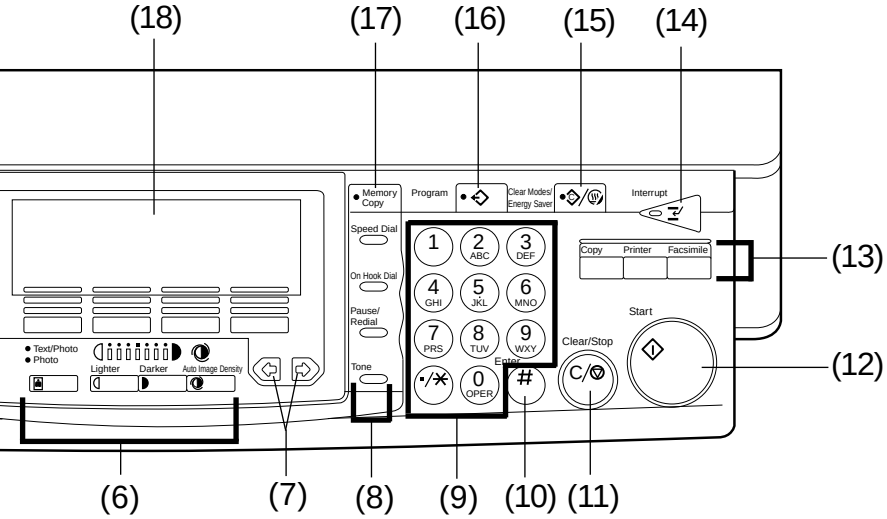
(5) Copy Operation Panel
⇒ See “Copy Reference.”



◆Copy Operation Panel



Flip up the operation panel plate.
· Do not press the plate or put something on it when it is opened.



(6) ⇒ See “Copy Reference.”

(7) ◀ ▶ **key**
Press to select an item on the panel display.

(8) ⇒ See “Facsimile Reference.”

(9) Number keys
Use to enter a numeric value such as the number of copies or reproduction ratio. Also use to dial fax numbers.

(10)Enter ● key
Sets a value you have entered.

(11)Clear/Stop key
Clear
- Clears an entered value such as the number of copies.

Stop
- Stops a copy or print run. Also use to stop a report being printed or stop a document being scanned for Memory Transmission.

(12)Start key
Press to start copying, printing or faxing.

(13)Function keys
Press to switch modes.
⇒ See page 12.

(14)Interrupt key
Interrupts the current copy or print run to perform another job.
⇒ See page 15.

(15)Clear Modes/Energy Saver key
Clear Modes
- Cancels the current settings.

Energy Saver
- Hold down this key for about a second or more to enter Energy Saver mode.

⇒ See page 50.

(16)Program key
⇒ See “Copy Reference.”

(17)Memory Copy key
⇒ See “Copy Reference.”

(18)Panel Display
⇒ See “Panel Display” on page 8.

∗1: See "Facsimile Reference".
∗2: See "Printer Reference".

PANEL DISPLAY

The panel display shows the operational status, messages, and function menus.

- ❑ When you select or specify an item on the panel display, it is highlighted like, Auto. Keys appearing as [OK] cannot be used.
- ❑ Panel display items are not touch keys. Use the four keys under the display to select or specify an item.
- ❑ By default, the machine is in copy mode when you switch on. This can be changed. ⇒ See page 48.

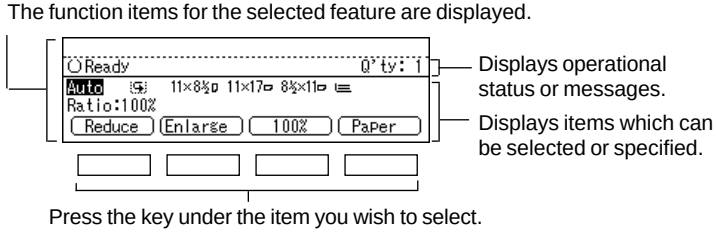
Note: Do not apply a strong shock or force of about 30 N (3 kgf) or more to the panel display. Otherwise, the display might be damaged.

Displays And Key Operations

- ❑ In a menu, you can make a selection in three different ways depending on the situation;
  - · Press the four keys under the display.
  - · Press the ◀ ▶ key.
  - · Use the Number keys.

  For details on the operational procedures, see the descriptions of each function.

<Example: Copying Display>



◆In this manual, we use the following conventions

Key name on panel display: OK
In the manual: [**OK**]

◆Common keys

[OK]	Sets a selected function or entered value and returns to the previous screen.
[Cancel]	Cancels a selected function or entered value and returns to the previous screen.
[↑ Prev.] **[↓ Next]**	If there are too many items to fit on the display, use these keys to move between pages.
◀ ▶	Use to highlight the item you want to select.
[PrevMenu] **[Menu]**	Press to return to the previous menu.
[Exit]	Sets a selected function or entered value and returns to the previous screen.

BASICS

STARTING THE MACHINE **10**
Turning On The Power 10
Turning Off The Power 11
CHANGING MODES **12**
MULTI-ACCESSING **13**
USING AS A COPIER **15**
Changing To Copy Mode 15
Interrupt Copying To Make Urgently Needed Copies 15
Printing Simultaneously 16
USING AS A FACSIMILE **17**
Changing To Facsimile Mode 17
Printing A Received Fax 17
Sending A Fax 18
USING AS A PRINTER **19**
Printing 19
Printing While There Are No Other Active Jobs 19
Printing While Copying 19

STARTING THE MACHINE

To start the machine, turn on the main switch. The machine enters the ready condition after about 30 seconds.

❑ This machine automatically enters the energy saving mode or turns itself off when you do not use the machine with its power on for a specified period of time. ⇒ See pages 50 and 51.

Turning On The Power

This machine has two types of power switches called the main and AC switches.

◆Main switch

Turn on this switch to activate the machine.
You can make copies or faxes after the warm-up time.

◆AC switch

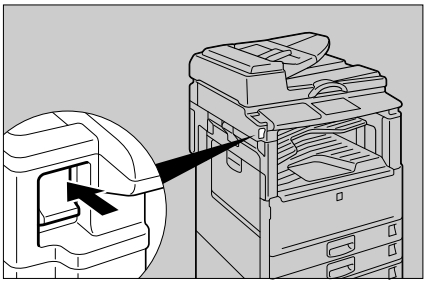
Do not touch the AC switch. This switch should be used only by a service representative.

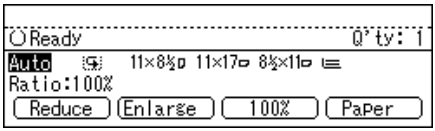
❑ If you leave the AC switch off for more than about one hour, all files in memory are lost. ⇒ See "Facsimile Reference".

❑ If the machine does not operate after turning on the main switch, check if the AC switch is turned on. If not, turn on it.

1 Make sure that the power cord is plugged into the wall outlet firmly.

2 Turn on the main switch in the upper left corner of the front side of the machine.
The panel display will come on.





❑ You cannot make copies while the message "Please wait" is shown on the display. However, you can specify the Auto Start function. ⇒ See "Auto Start" of the Copy Reference.

If you are asked for a user code

If the machine is set to the User Code function, users must input their codes before the machine can operate.The machine keeps count of the number of copies under each user code.

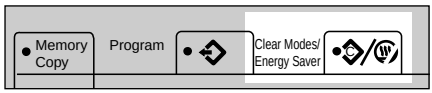
1 Enter your user code (less than 4 digits) using the **Number** keys and press the **Enter** ● key.
The machine enters the ready condition.

- ❑ To prevent others from making copies with your user code, press the **Clear Modes/ Energy Saver** key and the **Clear/Stop** key at the same time.
- ❑ User Code Mode ⇒ See page 56.
- ❑ About one minute after a copy run, the machine returns to the user code entry condition.

When the Clear Modes/Energy Saver key is lit

The machine is in Energy Save mode.

1 Press **Clear Modes/Energy Saver** or any other key. The machine will return to the standby condition.



"System Auto Reset" ⇒ See page 49.
"Auto Energy Saver" ⇒ See page 50.
"Energy Save Mode" ⇒ See page 50.

Turning Off The Power

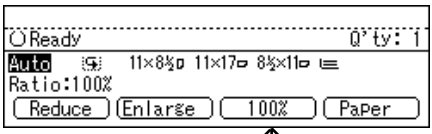
1 Turn off the main switch in the upper left corner of the front side of the machine.

Note: Before you unplug the power cord, make sure that the remaining memory space indicates 100 % on the facsimile feature screen. Files stored in memory will be lost an hour after unpluging the power cord.

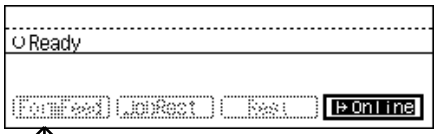
CHANGING MODES

In addition to copier features, this machine can be used optionally as a facsimile or printer. When you turn on the main switch, the Copy mode screen appears allowing you to perform a copy run. If you want to use another feature, press a relevant key such as the **Facsimile** key on the upper right side of the operation panel.

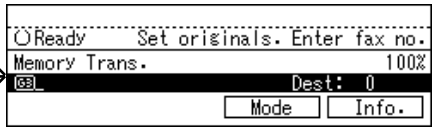
<Copy Mode>

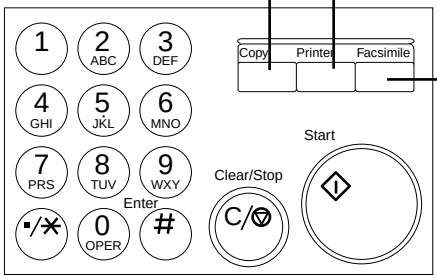


<Printer Mode>



<Facsimile Mode>





- ❑ You cannot change functions during scanning an original for fax, performing immediate transmission, or setting a user tool.
- ❑ If you require, the machine can be set to clear current settings when you change to a different mode. This does not apply to the Copy and the Printer mode. ⇒ See "Clear Function Setting" on page 48.

MULTI-ACCESSING

You can carry out another job using a different feature while the current job is being performed. This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making a copy, the machine sends a fax message stored in the memory.
- You can make a copy while printer data is being received.

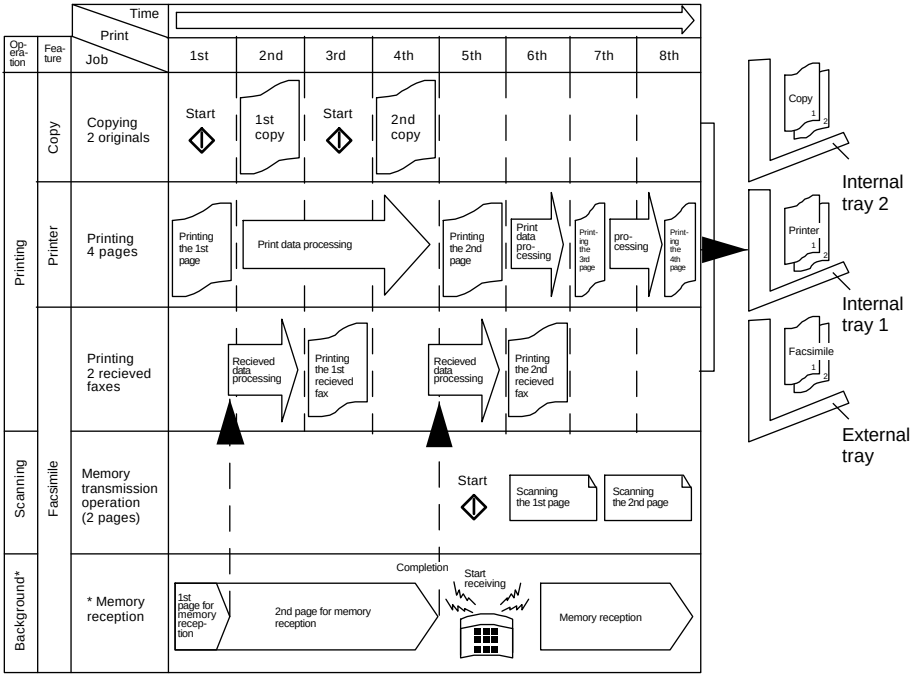
Performing multiple features simultaneously like this is called “multi-accessing.”

❑ Use “Simultaneous Print” to specify whether to apply the multi-accessing function to printing. The default value is “Yes”. ⇒ See page 55.

❑ If you install optional internal tray 2, you can specify the tray for each feature so that completed documents are not mixed. For example, set one tray for faxes and another tray for copies. If you require optional internal tray 2, contact your local dealer or service representative.

❑ You cannot use the multi-accessing during interrupt copying.

◆Multi-Accessing Example



* “Background” is a process which operates regardless of the data scanning/writing operation.
* You can also receive faxes with memory in a background process.

❑ Files are copied or printed in sequence of readiness for printing.

◆Sample Operations

This chart is based on the following conditions:

- Simultaneous Print: Yes ⇒ See page 55.
- Restricted Access : No ⇒ See page 57.

❍ - Can be processed simultaneously.
Δ - Mode after you select takes priority.
× - Can't be processed simultaneously.
Users have to operate manually.

Mode before you select \ Mode after you select			Copy	Facsimile					Printer	
				Transmission			Reception			
			Copying	Scanning an original for memory transmission	Memory transmission	Immediate transmission	Memory reception	Printing received data	Data reception	Printing received data
Copy	Copying		–	×	❍	×	❍	❍	❍	❍
Facsimile	Transmission	Scanning an original for memory transmission	×	–	❍	×	❍	❍ Note 1	❍	❍
		Memory transmission	❍	❍	×	×	×	❍	❍	❍
		Immediate transmission	×	×	×	–	×	×	❍	❍
	Reception	Memory reception	❍	❍	×	×	×	❍	❍	❍
		Printing received data	❍	❍ Note 2	❍	Δ Note 3	❍	–	❍	❍
Printer	Data reception		❍	❍	❍	❍	❍	❍	–	❍
	Printing		❍	❍	❍	❍	❍	❍	❍	–

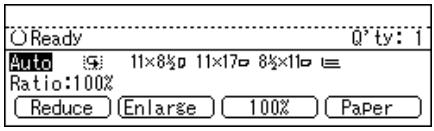
Note 1: The machine might not print received data because the High Resolution Card (FAX Memory Unit) is occupied depending on the original size and direction.
Note 2: The machine might stop printing received data because the High Resolution Card (FAX Memory Unit) is occupied depending on the original size and direction.
Note 3: Printing received data is stopped because the High Resolution Card (FAX Memory Unit) is occupied for scanning an original to be transmitted.

USING AS A COPIER

Changing To Copy Mode

You can always make a copy when another feature isn't printing or scanning.

1 Press the **Copy** key.
The copy screen appears on the panel display.



❑ For details, see "Copy Reference."

Interrupt Copying To Make Urgently Needed Copies

You can interrupt the current copying job or printing job of another feature to make a copy.

❑ You cannot use the following functions during interrupt copying:
Duplex, Combine

❑ You cannot use the interrupt copy function during performing immediate transmission, scanning an original for memory transmission, or interrupt copying.

1 Press the **Interrupt** key.
The current copying or printing job stops and the interrupt copy screen appears on the display.

❑ When you interrupt a copying job, remove the interrupted original.

2 Make your copies.

❑ While copying, a received fax document is stored in memory and the **Receive File** indicator lights.

3 When the interrupt copy run is completed, remove the original and delivered copy.

4 Press the **Interrupt** key again.
The machine resumes the printing job with another feature.

Resuming the interrupted copying job

❶ Set the removed original on the exposure glass.

❷ Press the **Start** key.
The machine resumes the interrupted copy run.

Printing Simultaneously

You can choose whether the current job can be interrupted or not.

◆"Simultaneous Print" = "Yes"

Documents are copied or printed in order of readiness for printing.
Press the **Copy** key to switch to the copy screen and make a copy in a normal way.
"MULTI-ACCESSING" ⇒ See page 13.

❑ When another feature is printing data in the Duplex mode, you cannot make a two-sided copy until the printing job is completed.

◆"Simultaneous Print" = "No"

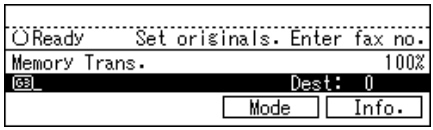
You cannot make a copy until the printing job of the current feature is completed.

USING AS A FACSIMILE

Changing To Facsimile Mode

You can always use the machine as a facsimile when another mode is not printing or scanning originals.

1 Press the **Facsimile** key.
The facsimile screen appears on the panel display.



❑ For details, see “Facsimile Reference.”

❑ The Memory Transmission/Reception function is performed automatically even when another feature is being used. You need not switch the screen. When data is received in memory, the **Receive File** indicator lights.

Printing A Received Fax

When another feature is not printing or copying, a received fax is printed automatically even when you do not switch the screen. If you wish to print a received fax while printing or copying with another feature, see the descriptions shown below.

Printing a received fax while printing with the printer

◆“Simultaneous Print” = “Yes”

Documents are printed in order of readiness for printing.

❑ When making two-sided copies, you cannot use the two-sided printing function (fax) until the copy run is completed.

◆“Simultaneous Print” = “No”

When a fax is received, the **Receive File** indicator lights. However, you cannot print the fax until the printing job is completed.

◆Printing a stored fax in a hurry (“Simultaneous Print” = “No”)

Press the **Facsimile** key to switch to the facsimile panel display. The machine stops the current printing and the fax will be printed automatically. A certain period of time after printing the fax, the machine resumes the previous printing automatically.

Printing a received fax during copying

◆"Simultaneous Print" = "Yes"

Documents are printed in order of readiness for printing.

◆"Simultaneous Print" = "No"

When a fax is received, the **Receive File** indicator lights. However, you cannot print the fax until the copying job is completed.

◆Printing a received fax in a hurry ("Simultaneous Print" = "No")

Press the **Facsimile** key to switch to the facsimile panel display. The machine starts printing the fax automatically. After printing the fax, press the **Copy** key and do the previous job again.

Sending A Fax

Sending a fax while printing with the printer or during copying

1 Press the **Facsimile** key to switch to the facsimile screen.
The printing or copying job is interrupted.

❑ When you interrupt a copying job, remove the interrupted original.

2 Set your original for transmission and select any setting you require.
Dial the number and press the **Start** key.
When the machine is ready, it automatically starts sending the fax.

3 After the transmission has finished, press the key corresponding to the feature you interrupted to resume the previous job.

Resuming interrupted copying job

❶ Set the removed original on the exposure glass or in the optional document feeder.

❷ Press the **Start** key.
The machine resumes the interrupted copy run.

USING AS A PRINTER

Printing

You can always use the machine as a printer when another mode is not printing.

Printing from a computer

1 Send a Print command from your computer.

Data reception

- This function is performed automatically even when another feature is being used. You need not switch the panel display.
  When data is received, the **Data-in** ⇨ indicator lights.

Switching to the printer display

1 Press the **Printer** key. The printer panel display appears. Follow the instructions on the display.

Printing While There Are No Other Active Jobs

Data is automatically printed when there are no other current jobs - you do not have to change the display over.

❑ The printer operation depends on settings of “Simultaneous Print” and “Restricted Access”. ⇒ See pages 55 and 57.

Printing While Copying

◆“Simultaneous Print” = “Yes”

Documents are printed or copied in order of readiness for printing.

❑ When making a two-sided copy, you cannot print data in the Duplex mode with the printer until the copy run is completed.

◆“Simultaneous Print” = “No”

You cannot print data until the copy run is completed.

◆Printing when you are in a hurry ("Simultaneous Print" = "No")

Press the **Printer** key to stop the current copying job. The printer starts printing data automatically a certain period of time after the copying job is stopped. After printing, press the **Copy** key and do the previous job again.

Using the printer while received fax is being printed

◆"Simultaneous Print" = "Yes"

Documents are printed in order of readiness for printing.

◆"Simultaneous Print" = "No"

You cannot print data with the printer until the received fax is printed completely.

◆Printing in a hurry ("Simultaneous Print" = "No")

1. Press the **Printer** key to switch to the printer panel display.
   Printing of the received fax is interrupted. The printer starts printing data automatically. The machine resumes the fax printing job automatically a certain period of time after the printing job is completed.

❑ While printing with the printer, a received fax document is stored in memory and the **Receive File** indicator lights.

CONSUMABLES

COPY PAPER **22**
Recommended Paper Sizes And Types 22
Non-recommended Paper 23
Paper Storage 24
Loading Paper 24

TONER **24**
Handling Toner 24
Toner Storage 24
Adding Toner 24

PHOTOCONDUCTOR UNIT (PCU) **25**
Handling Photoconductor Unit 25
Photoconductor Unit Storage 25
Replacing Photoconductor Unit 25

COPY PAPER

Recommended Paper Sizes And Types

❑ The paper sizes, quantity, and types that can be set in each tray are shown below.

<table>
<tr><th colspan="2"></th><th colspan="2">Metric version</th><th>Inch version</th><th>Max. no. of sheets.</th><th>Paper weight</th></tr>
<tr><td rowspan="3">Paper Trays</td><td>Standard sizes</td><td colspan="2">A3□, A4 ▯□, A5 ▯,
8½" × 11" ▯□, 8" × 13"□</td><td>11" × 17"□, 8½" × 14"□,
8½" × 11" ▯□, 8½" × 13"□,
A4 ▯□</td><td rowspan="2">250
(Paper tray of mainframe)
500
(Optional paper tray)</td><td rowspan="3">60 - 90g/m² (16 - 24 lb)</td></tr>
<tr><td>Special sizes</td><td colspan="3">A3□, A4 ▯□, A5 ▯, B4□, B5 ▯□, 11" × 17"□, 8½" × 11" ▯□,
8½" × 14"□, 8" × 10½" ▯□, 11" × 14"□, 10" × 14"□,
8½" × 13"□, 10" × 15"□, 8" × 13"□, 8¼" × 13"□, 8¼" × 14"□,
8" × 10" ▯□, 11" × 15"□, 7¼" × 10½" ▯□,
❑ You have to specify paper size using the user tools.
⇒ See page 40.</td></tr>
<tr><td>Irregular sizes</td><td colspan="2">Vertical : 182 ~ 297 mm
Horizontal : 148 ~ 432 mm
❑ You have to specify paper size using the user tools.
⇒ See page 40.</td><td>Vertical : 7.2" ~ 11.7"
Horizontal : 5.8" ~ 17.0"
❑ You have to specify paper size using the user tools.
⇒ See page 40.</td></tr>
<tr><td rowspan="3">Bypass Tray (Note 1)</td><td rowspan="3"></td><td rowspan="2">Standard Size</td><td>A4□, B5□, A5□, B6□</td><td>8½" × 11"□, 5½" × 8½"□</td><td>100</td><td rowspan="3">60-157g/m² (16 - 41 lb)</td></tr>
<tr><td>A3□, B4□, 11" × 17"□</td><td>11" × 17"□, 8" × 13"□</td><td>10</td></tr>
<tr><td colspan="3">Non-standard size
• Copying mode
Vertical : 90 - 305mm, 3.5" - 12.0"
Horizontal : 148 - 432mm, 5.8" - 17.0"
• Facsimile mode
Vertical : 90 - 305mm, 3.5" - 12.0"
Horizontal : 148 - 432mm, 5.8" - 17.0"
• Printer mode
Vertical : 90 - 297mm, 3.6" - 11.7"
Horizontal : 148 - 432mm, 5.8" - 17.0"
• Postcards, adhesive labels, translucent paper (long grain)
* It is recommended to set postcards one sheet at a time.
* It is recommended to set OHP transparencies or thick paper in the bypass tray and to exit them to the external tray. Otherwise, paper misfeeds might occur.</td><td>1</td></tr>
</table>

Note 1: When you set non-standard size paper in the bypass tray, you have to specify the size. ⇒ See "COPYING FROM THE BYPASS TRAY" in the "Copy Reference".

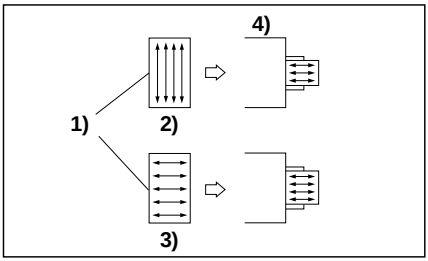
❑ If you have two or more trays with paper of the same size, the machine will use the other trays when paper runs out during a copy run. This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can change this setting.
⇒ See page 53.

❑ When you set the "Confidential Reception" function to "Yes" in the Facsimile mode, you cannot use the other trays for receiving a fax from a sender to which a paper tray is assigned. If the specified tray runs out of paper, the machine receives a fax using Substitute Reception mode.
⇒ See "Facsimile Reference."

◆Setting paper in the long grain direction

❑ When setting translucent paper in the bypass tray, set it with the grain lengthwise as shown in the figure blow. Copy paper is divided into the vertical and horizontal types depending on the grain direction. If you set paper in the other direction, a paper misfeed might occur.

1) Grain flow
2) Vertical type
3) Horizontal type
4) How to set paper in the bypass tray



Non-recommended Paper

⚠*CAUTION: Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

Do not set the following paper. Otherwise, a paper misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Perforated paper
- Non-smooth paper
- Slippery paper
- Thin paper that has low stiffness

❑ If you make a copy on rough grain paper, the copy image might be blurred.

❑ Do not use paper with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, and conductive paper. Otherwise, a fault might occur.

❑ Do not use paper which has been copied or printed on by other equipment.

Paper Storage

❑ When storing paper, the following precautions should always be followed:
- Keep paper away from direct sunlight.
- Store in a dry location (humidity: 70 % or less).
- Store on a flat surface.

❑ After you unpack the container of paper, store the paper in a polyvinyl bag to avoid it getting damp.

❑ If you use damp, bent paper, a paper misfeed might occur. In such a case, set the paper upside down.

Loading Paper

"LOADING PAPER" ⇒ See page 29.
"CHANGING THE PAPER SIZE" ⇒ See page 40.

TONER

Handling Toner

⚠***WARNING:*** ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.***

Toner Storage

⚠*CAUTION:* *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

❑ When storing toner, the following precautions should always be followed:
- Store toner cartridges in a cool, dry place free from direct sunlight.
- Do not store toner where it will be exposed to heat.
- Do not eat or swallow toner, and keep it out of reach of children.
- Store on a flat surface.

Adding Toner

"ADDING TONER" ⇒ See page 30.

PHOTOCONDUCTOR UNIT (PCU)

Handling Photoconductor Unit

⚠***WARNING:*** ***Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to open flame. Dispose of the used photoconductor unit according to local regulations for plastics.***

Photoconductor Unit Storage

⚠*CAUTION:* *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

❑ When storing photoconductor units, the following precautions should always be followed:

- Store PCU in a cool, dark place free from direct sunlight.
- Do not store PCU in a wet place.
- Follow the instructions on the carton box of PCU.

Replacing Photoconductor Unit

"REPLACING PHOTOCONDUCTOR UNIT" ⇒ See page 32.

WHAT TO DO IF SOMETHING GOES WRONG

IF THE MACHINE DOES NOT WORK AS YOU WANT **28**

LOADING PAPER **29**

ADDING TONER **30**

Sending A Fax When Is Lit 31

REPLACING PHOTOCONDUCTOR UNIT (PCU) **32**

ADDING STAPLES **35**

CLEARING MISFEEDS **36**

When A, B, C, D, And/Or R Is Lit 37

When Z Is Lit 37

When W (W1, W2) Is Lit 37

When Original Is Misfed 38

REMOVING JAMMED STAPLES **38**

IF THE MACHINE DOES NOT WORK AS YOU WANT

◆If an error message is displayed

This section describes typical error messages. If an error message not described below is displayed, follow the instructions on the display.

■Message	■State/Cause	■Action
❑ "Please wait" is displayed.	· This message appears when you turn on the main switch, add toner, or replace the PCU.	· Wait for a while. · You can enter copy job settings during the warm-up period. "Auto Start" ⇒ See "Copy Reference." · When you turn on the main switch, it takes 30 seconds for the machine to enter the ready condition. · The machine initialize about 3minutes after adding toner. · The machine initialize about 2 minutes after replacing the PCU.
❑ Reset the Duplex Tray.	· The duplex tray is pulled out.	· Reset the duplex tray. "GUIDE TO COMPONENTS" ⇒ See page 3.
❑ Please input user code, then press ● key.	· The machine is set to the User Code mode.	· Enter your user code. ⇒ See page 11.
❑ Set Key Counter.	· The key counter or card is not set.	· Set the key card or counter.

◆Others

■State	■Cause	■Action
❑ The panel display is turned off.	· The machine is in the Energy Save mode.	· Press the **Clear Modes/Energy Saver** key.
	· The main switch is turned off.	· Turn on the main switch.
❑ The machine is not turned on even though you turn on the main switch.	· The AC switch is turned off.	· Turn on the AC switch. ⇒ See page 3.

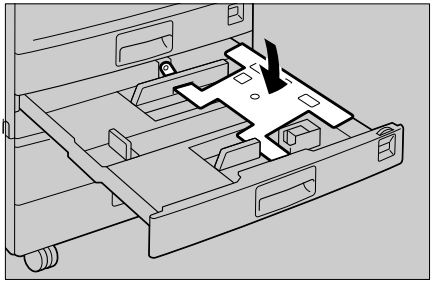
LOADING PAPER

❑ For details of paper types and sizes that can be set, ⇒ see page 22.

❑ You can change the paper size. ⇒ See page 40, “CHANGING THE PAPER SIZE”

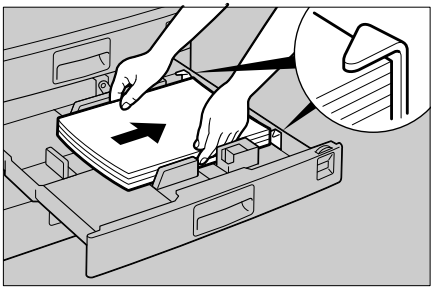
1 Pull out the paper tray fully.

2 If you try to load paper in the paper tray of the mainframe, lower the bottom plate.



3 Square the paper and set it in the tray.

- ❑ Do not stack the paper above the limit mark inside the paper tray.
- ❑ Shuffle the paper before setting it in the tray.



4 Push the paper tray in until it stops.

ADDING TONER

⚠WARNING: ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.***

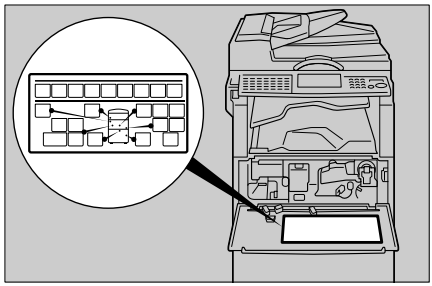
⚠CAUTION: *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

- ❑ If you use toner other than that recommended, a fault might occur.
- ❑ When adding toner, make sure that the main switch is turned on.
- ❑ Replace the toner bottle with the power turned on. If you turn off the power, specified job settings are cleared and you cannot resume copying or printing.
- ❑ For details of the toner storage, see "TONER." ⇒ See page 24.
- ❑ Even if blinks, you can make about 50 copies or prints. However, you should replace the toner as soon as possible.
- ❑ If no toner remains, will light and you cannot make any copies or prints.
- ❑ You can send a fax even if is lit to show that no toner remains. ⇒ See page 31.

1 Open the front cover of the machine.

2 Replace the toner following the instructions on the sticker explaining how to replace toner.

- ❑ The machine initialize about 3minutes after adding toner.

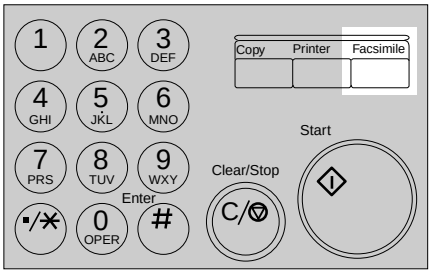


Sending A Fax When Is Lit

This machine can send a fax even when is lit.

❑ You might not perform any communicating job if the total number of messages transmitted with no toner and those not described in the Journal/TCR output exceeds 256 (with optional Function Upgrade Card, 1000). You should replace the toner as soon as possible.

1 Make sure that the facsimile screen is shown on the panel display. If another feature's screen is displayed, press the **Facsimile** key to switch to the facsimile screen.



2 Press the **[Exit]** key.
The error message screen closes.

3 Send your fax.

⇒ See "Memory Transmission" in "Facsimile Reference"
⇒ See "Immediate Transmission" in "Facsimile Reference"

REPLACING PHOTOCONDUCTOR UNIT (PCU)

When “Change Photoconductor unit” appears on the panel display, it is time to replace the photoconductor unit.

⚠***WARNING:*** ***Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to open flame. Dispose of the used photoconductor unit according to local regulations for plastics.***

NOTE: Do not tilt the used PCU after removing it from the machine. If you do, toner might fall out.

NOTE: Do not hold the developer cartridge when removing the used PCU from your machine. If you do, the cartridge might come unlocked and fall.

NOTE: Do not touch the photoconductor (green material). If you do, abnormal copies might be made.

NOTE: Before you remove the used PCU from the machine, wait until the machine has completely stopped and is making no sound. Failure to take this precaution could result in a fault.

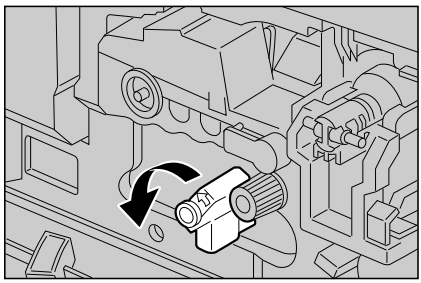
NOTE: If there are misfeeds, remove the misfed paper before removing the used PCU.

NOTE: Be sure to remove the sealing tape before setting the new PCU. Leaving it on could cause a fault.

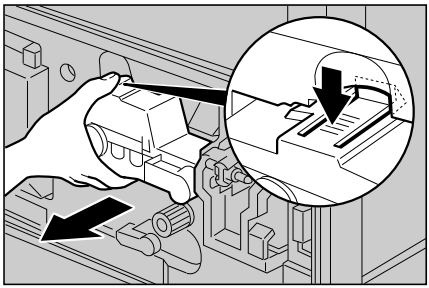
NOTE: After replacing the PCU, the machine will take about 2 minutes to initialize. During this period, do not open the front cover or turn off the main switch. If you do, a fault might occur.

1 Open the front cover.

2 Turn the lever **B1** to the left.

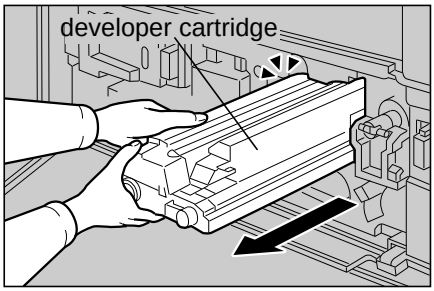


3 Push the release lever of PCU to unlock the PCU. Pull out the PCU slightly.

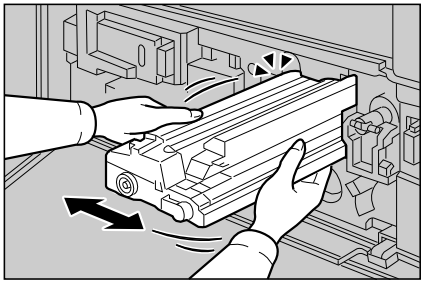


4 While hoding the release lever, pull the PCU out slightly, then pull it out untill it stops.

❑ Do not hold the developer cartridge when removing the used PCU from your machine. If you do, the cartridge might be unlocked and fall out.

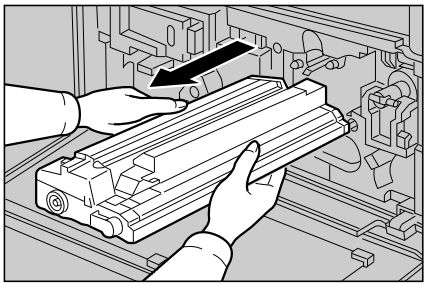


5 Hold the PCU with both hands and slightly swing it to the right and left 2~3 times to unlock it as shown in the illustration.



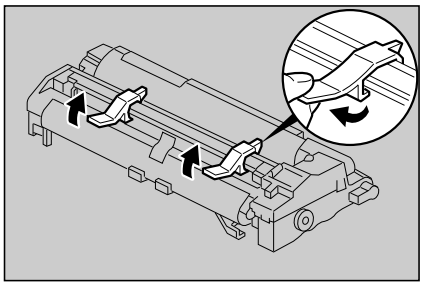
6 Pull the PCU out.

❑ Do not tilt the used PCU after removing it from the machine. If you do, toner might fall.



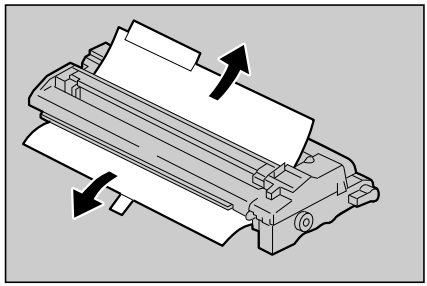
7 Unpack the new PCU.

8 Remove the two clamps from the new PCU.

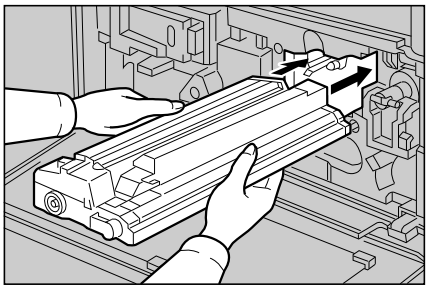


9 Remove the protection sheets from the PCU.

- ❑ Do not touch the photoconductor (green material) and charge roller (brown material). If you do, abnormal copies might be made.

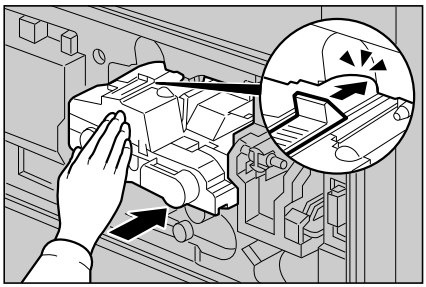


10 Insert the new PCU.



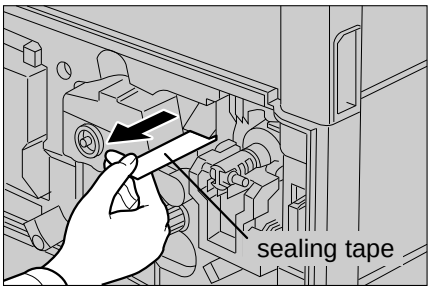
11 Push the new PCU in until the release lever lock.

- ❑ If you cannot push the PCU in completely, pull it out. You can find a black round part on the back side of the PCU. Turn it clockwise by about 90° then try to push the PCU in again.



12 Peel the sealing tape off gently as shown in the illustration.

❑ Ease off the tape little by little to avoid scattering toner.



13 Return the lever **B1** to its original position.

14 Close the front cover. Initialization will begin.

ADDING STAPLES

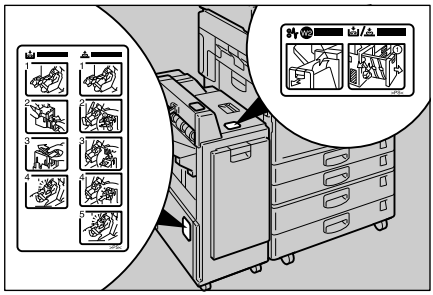
When is lit, add staples as follows:

⚠ *CAUTION* *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

NOTE: Touch only the parts specified in the instructions on the sticker.

❑ Do not remove the tape before setting the new staple refill in the cartridge. If you do, the staples fall into pieces.

1 You can find a sticker (with at the top) explaining how to add a new staple cartridge, on the left side of the finisher as shown in the illustration.

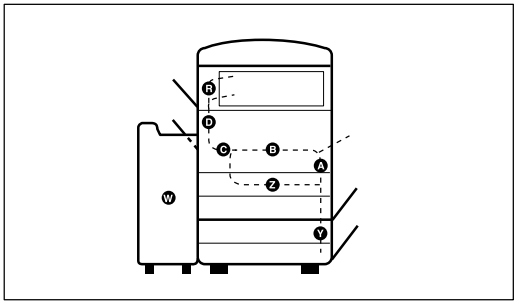


2 Pull the staple unit.

3 Add the new staple cartridge following the instructions on the sticker.

CLEARING MISFEEDS

If a paper or original misfeed occurs, one or more misfeed locations are displayed. This section describes the procedure for clearing misfeeds.

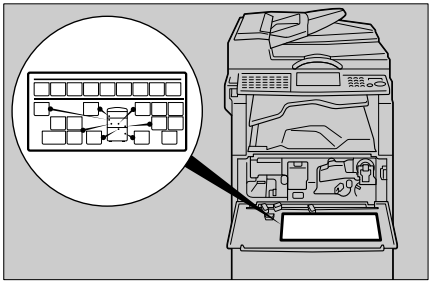


⚠ *CAUTION* *When removing misfed paper, do not touch the fusing section because it could be very hot.*

- ❑ When clearing misfeeds, do not turn off the power. If you do, specified functions and values are cleared.
- ❑ Be sure to remove the paper completely without tearing it. If a piece of the paper remains inside the machine, a paper misfeed might re-occur or another failure might occur.
- ❑ If paper misfeeds occur repeatedly, contact your service representative.
- ❑ Two or more misfeed locations might be displayed simultaneously. In such a case, check all the displayed locations.
  - · A, B, C, D, Y, and R ⇒ See page 37.
  - · Z ⇒ See page 37.
  - · W ⇒ See page 37.
  - · Original Misfeed ⇒ See page 38.
- ❑ You can find a sticker explaining how to remove misfed paper in the relevant parts of the machine such as the inside of the front cover and duplex tray.
- ❑ Even when you remove the misfed paper, specified job settings such as the number of copies remain the same. Clear the misfeeds and close the front cover. Then you can press the **Start** key to continue the suspended copy or print run.
- ❑ When the message “Reset xx original(s)” is displayed, return the xx originals to the document feeder.
- ❑ When clearing misfeeds, do not pull the photoconductor unit out. If you do, the photoconductor unit might be damaged.

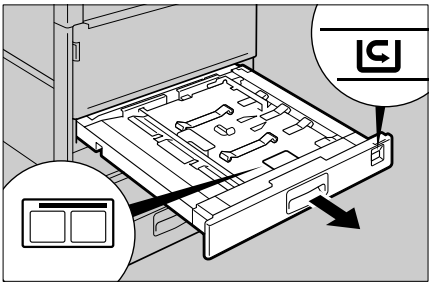
When A, B, C, D, And/Or R Is Lit

1. Open the front cover of the machine.
2. Remove the misfed paper following the instructions on the sticker explaining how to remove misfed paper.



When Z Is Lit

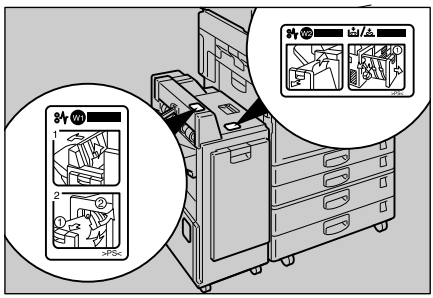
1. Pull out the duplex tray.
2. Remove the misfed paper following the instructions on the sticker explaining how to remove misfed paper.



When W (W1, W2) Is Lit

❑ If misfeed occurs frequently, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.

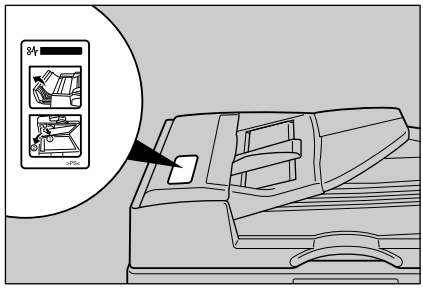
1. You can find stickers (with at the top) explaining how to remove misfed paper, on the top of the finisher as shown in the illustration.
2. Remove misfed paper following the instructions on the stickers.



When Original Is Misfed

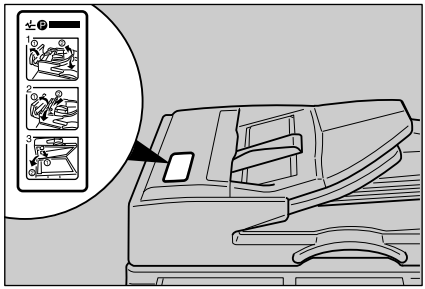
If your machine is equipped with the optional document feeder

1 Remove the misfed paper following the instructions on the sticker explaining how to remove misfed paper.



If your machine is equipped with the optional auto reverse document feeder

1 Remove the misfed paper following the instructions on the sticker explaining how to remove misfed paper.



REMOVING JAMMED STAPLES

If copies are not stapled, staples might be jammed in the optional finisher. Remove jammed staples as follows:

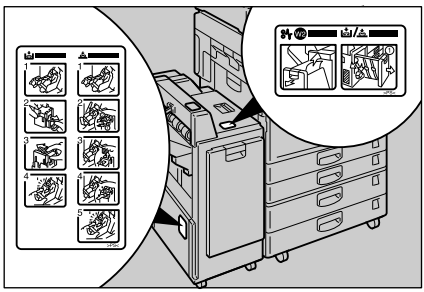
NOTE: Touch only the parts specified in the instructions on the stickers.

❑ After adding a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.

1 You can find a sticker (with at the top) explaining how to remove jammed staples, on the left side of the finisher as shown in the illustration.

2 Pull the staple unit.

3 Remove jammed staples following the instructions on the sticker.



CHANGING THE MACHINE'S SETTINGS

CHANGING THE PAPER SIZE 40
Changing The Paper Size For Paper Tray 1 40
Changing The Paper Size For Optional Tray Unit 43

USER TOOLS - SYSTEM SETTINGS 44
Accessing The User Tools (System Settings) 44
Returning To The Copy Mode 46

USER TOOLS (SYSTEM SETTINGS) MENU 47

SETTING YOU CAN CHANGE WITH THE USER TOOLS 48
System Settings 1/5 48
System Settings 2/5 49
System Settings 3/5 51
System Settings 4/5 54
System Settings 5/5 56

CHANGING THE PAPER SIZE

Paper sizes that this machine accepts are grouped into 3 categories – Standard, Special, and Irregular sizes.
If you do not tell the machine the correct paper size, misfeeds may occur.
The outline procedure for changing the paper size is as follows:

A) Adjust the paper guides in the paper tray and load your paper.
B) Tell the machine the new paper size.
   - For standard sizes (these printed on the paper size selector), you only need to adjust the paper size selector to the new size.
   - For other sizes, adjust the paper size selector to "*", and specify the paper size with the **[Special]** or **[Irreg.]** key.

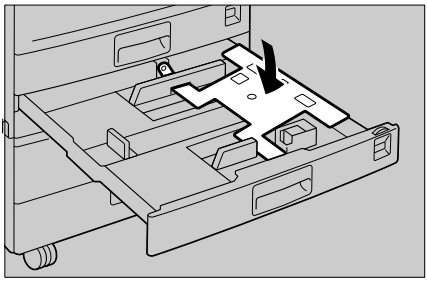
For more information on paper size, ⇒ See page 22.
The next section will take you through this procedure step by step.

Changing The Paper Size For Paper Tray 1

1 Make sure that paper tray 1 is not feeding paper for a copy or print run, and pull out the tray until it stops.

❑ Remove any remaining paper.

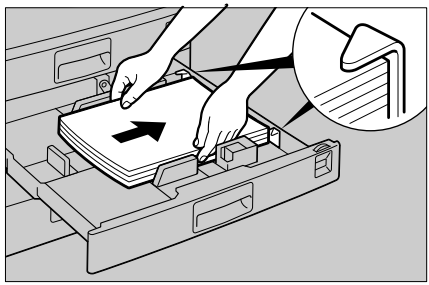
2 Lower the bottom plate.



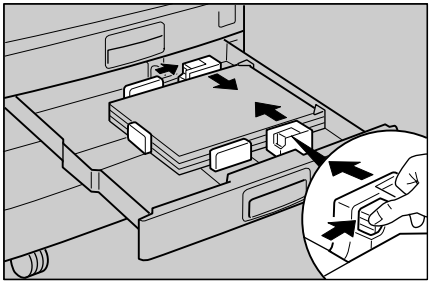
3 Square the paper and set it in the tray.

❑ Do not stack the paper over the limit mark.

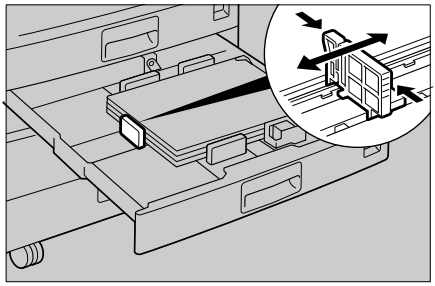
❑ Shuffle the paper before setting it in the tray.



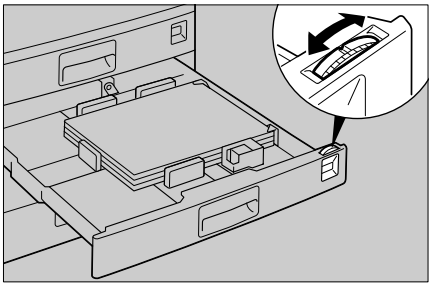
4 While pressing the release levers on the front and rear guides, slide the front and rear guides to the paper size you want to use.



5 While pressing the release lever, slide the left guide to the paper size you want to use.



6 Adjust the paper size selector.



Selecting the paper size with the paper size selector

The available paper sizes on the paper size selector are shown below.
If the paper size you need is not there, follow the steps on page 42.

❑ Metric version : A3, A4, A5, 8½" x 11", 8" x 13"

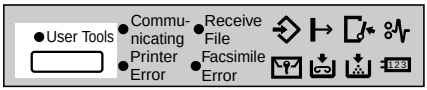
❑ Inch version : 11" x 17", 8½" x 14", 8½" x 11", 8½" x 13", A4

❶ Adjust the paper size on the paper size selector on the right side of the paper tray.

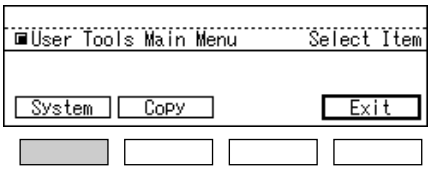
Selecting non-standard size paper (Sizes not on the paper size selector)

❶ Select "*" on the paper size selector on the right side of the paper tray.

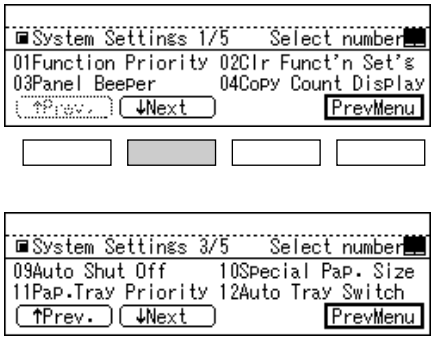
❷ Press the **User Tools** key.



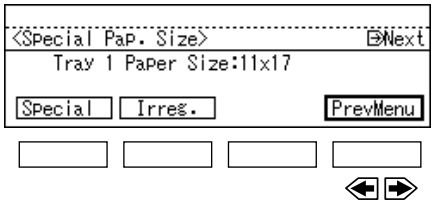
❸ Press the **[System]** key. The System Settings screen is displayed.



❹ Press the **[↓Next]** key twice to switch to the Special Paper Size screen. Enter "10" with the **Number** keys.



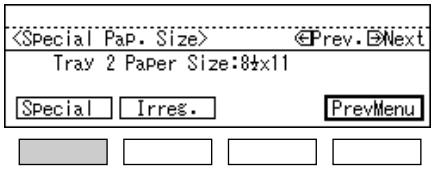
❺ Press the ◀ and ▶ keys to select the paper tray.



Special paper size

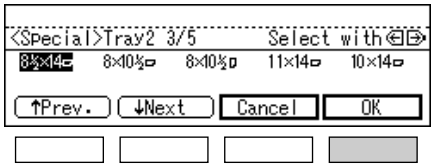
❑ Regarding special paper sizes, ⇒ see page 22.

❻ Press the **[Special]** key.



❼ With **[↑ Prev.]** and **[↓ Next]** keys, move between pages to find the paper size you want to select.

❽ With the ◀ and ▶ keys, select the paper size then press the **[OK]** key.



❾ Press the **User Tools** key.

The user tool setting is changed.

Irregular paper size

❑ Regarding irregular paper sizes, ⇒ see page 22.

❻ Press the **[Irreg.]** key.
❼ Enter the vertical size using the **Number** keys and press the ● key.
❽ Enter the horizontal size using the **Number** keys and press the **[OK]** key.
❾ Press the **User Tools** key.
The user tool setting is changed.

7 Push the paper tray in until it stops.

❑ The loaded paper size and direction are displayed on the panel display.

❑ "∗" is displayed on the panel display when you load irregular size paper.

Changing The Paper Size For Optional Tray Unit

1 Change the paper size following the previous steps **1** → **4** → **5** → **6** → **3** → **7** on pages 40 ~ 43.

USER TOOLS - SYSTEM SETTINGS

Accessing The User Tools (System Settings)

This function allows you to change the default settings for each feature and customize the machine for operations you often carry out.

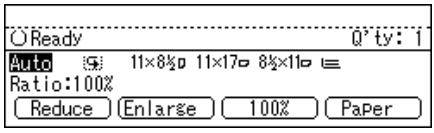
- ❑ When you change the user tool settings, use a mode different from the Copy mode. When you have changed the settings, be sure to return the machine to the Copy mode.
- ❑ When you specify or change the user tool settings, they are not canceled even when you turn off the power or press the **Clear Modes/Energy Saver** key unless you change them again.
- ❑ For user tool items other than the above, such as “Copy,” “Facsimile,” and “Printer,” see the appropriate manual.

◆Key operations

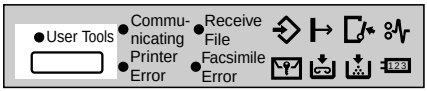
- ❑ If there are too many items to fit on the display, use the **[↑Prev.]** and **[↓Next]** keys to move between pages.
- ❑ When you press the **[PrevMenu]** key, the screen returns to the previous menu.

1 Make sure that the machine is in Copy mode.

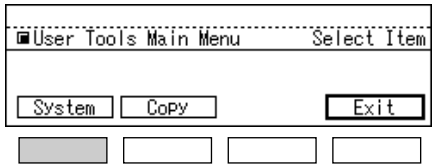
- ❑ If the copy screen is not displayed, press the **Copy** key.

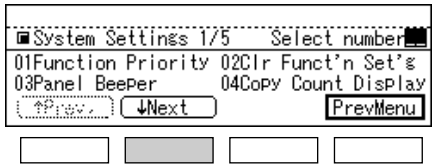


2 Press the **User Tools** key. The User Tools Main Menu appears.

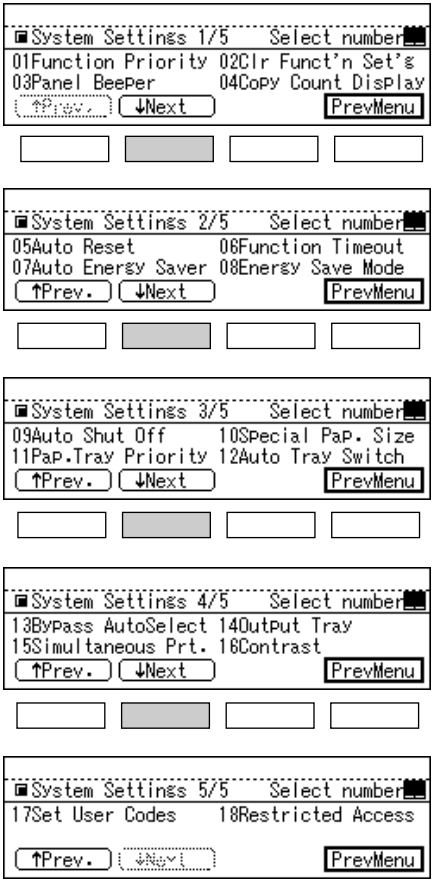


3 Press the **[System]** key. The System Settings screen appears.





4 Use the **[↓Next]** and **[↑Prev]** keys to find the item you need. Then enter the item number with the **Number** key, e.g. "09".

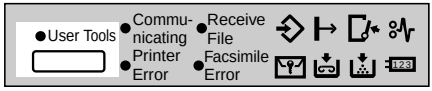

System Settings 1/5 Select number
01Function Priority 02Clr Funct'n Set's
03Panel Beeper 04Copy Count Display
↑Prev. ↓Next PrevMenu
System Settings 2/5 Select number
05Auto Reset 06Function Timeout
07Auto Energy Saver 08Energy Save Mode
↑Prev. ↓Next PrevMenu
System Settings 3/5 Select number
09Auto Shut Off 10Special Pap. Size
11Pap.Tray Priority 12Auto Tray Switch
↑Prev. ↓Next PrevMenu
System Settings 4/5 Select number
13Bypass AutoSelect 14Output Tray
15Simultaneous Prt. 16Contrast
↑Prev. ↓Next PrevMenu
System Settings 5/5 Select number
17Set User Codes 18Restricted Access
↑Prev. PrevMenu

5 Change the user tool setting following the messages on the screen and press the **[OK]** or **[Enter]** key.

- ❑ "SETTINGS YOU CAN CHANGE WITH THE USER TOOLS" ⇒ See page 48.
- ❑ Pressing **[OK]** fixes the setting you have chosen and returns you to the previous menu.
- ❑ If you haven't pressed **[OK]** yet, you can cancel the current setting by pressing **[Cancel]**. The previous menu will come up.

Returning To The Copy Mode

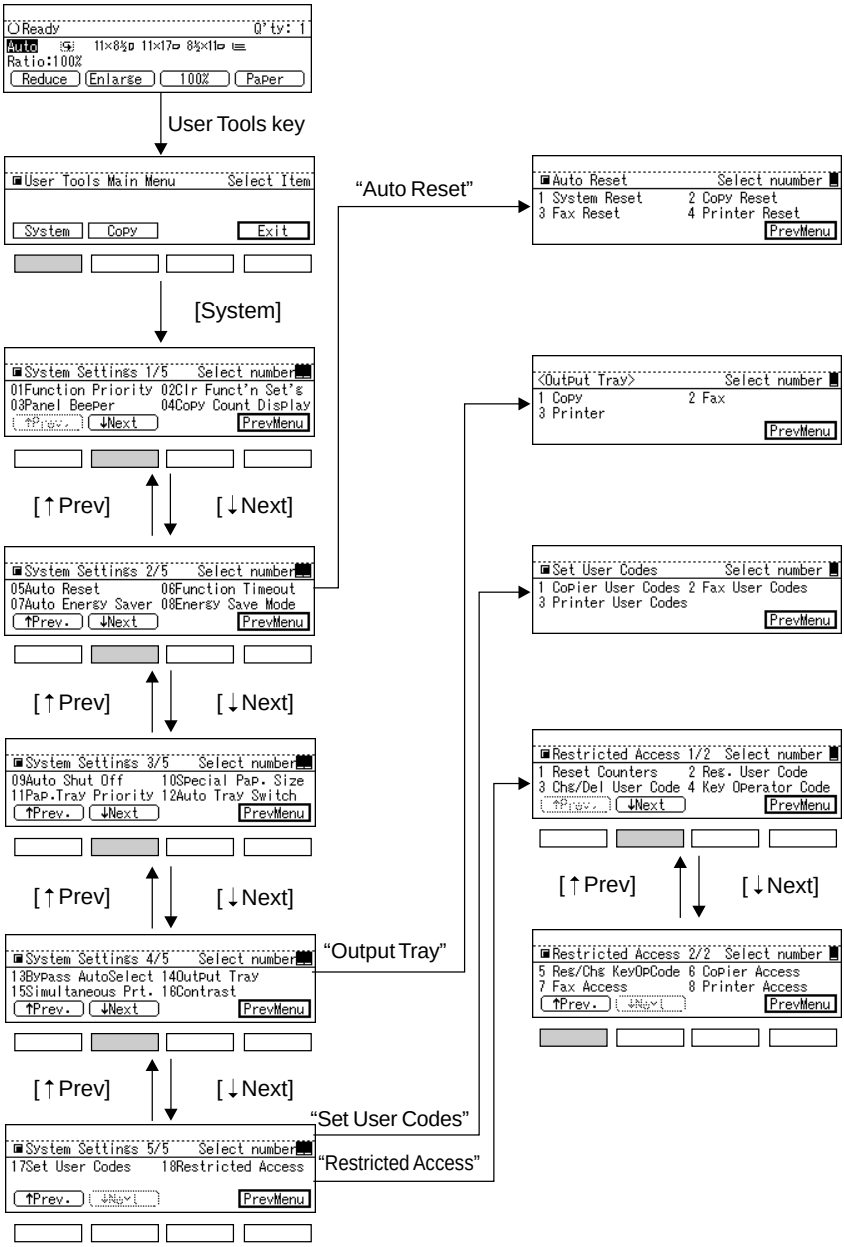
1 After changing the User Tools settings, press the **User Tools** key to return to Copy mode.



❑ Pressing **[Exit]** on the User Tools main menu achieves the same effect.

USER TOOLS (SYSTEM SETTINGS) MENU

❑ Some of the features cannot be used depending on the machine model you use.



SETTING YOU CAN CHANGE WITH THE USER TOOLS

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

System Settings 1/5

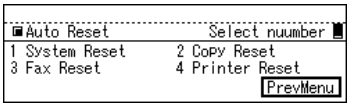
Description	Operational procedure
❑ **01 Function Priority** (facsimile and printer options required) · Specifies the feature to be displayed immediately after power on or after system auto reset.	❶ Use ◀ and ▶ keys to select a function you want to display. "Copier", "Fax", "Printer" ❷ Press the **[OK]** key.
❑ **02 Clear Function Setting** · Sets the machine to clear the current feature mode when you use another feature such as the facsimile. · The copy and printer modes are not cleared.	❶ Select "Yes" or "No" with the ◀ and ▶ keys. ❷ Press the **[OK]** key.
❑ **03 Panel Beeper** · Disables the beeper when you press a key.	❶ Select "ON" or "OFF" with the ◀ and ▶ keys. ❷ Press the **[OK]** key.
❑ **04 Copy Count Display** · Select whether the copy counter (number of prints made) count up or down.	❶ Select "Up" or "Down" with the ◀ and ▶ keys. ❷ Press the **[OK]** key.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

System Settings 2/5

Description	Operational procedure
❑ **05 Auto Reset** · The machine returns to its initial condition automatically when you do not operate it for a certain period of time after a key operation. This is called "Auto Reset." · The Auto Reset user tool changes the time after which the machine resets itself. · When you specify "No", the Auto Reset function is disabled.	
1 System Auto Reset You can change the time after which: · the machine displays the screen selected in the "01 Function Priority".⇒ See "Function Priority" on page 48 · the machine enter the Energy Save mode when you do not operate the machine for the specified period of time after a copy run or key operation.⇒See "Auto Energy Saver" on page 50.	❶ Enter a number between **1** to **4** with the **Number** keys. **When changing the time** **For the system, copy, or printer** ❷ Select "Yes" with the ⇨ key. ❸ Enter the time in seconds with the **Number** keys. · 10 to 180 sec. (in 1 second steps) · "60 sec." (system, copy) · " No " (printer) ❹ Press the **[OK]** key. **(When disabling Auto Reset)** ❷ Select "No" with the ⇦ key. ❸ Press the **[OK]** key. **For the facsimile** ❷ Select "Yes" with the ⇨ key. ❸ Select a time with the ⇦ and ⇨ keys. 30sec., 1min., 3 min., 5min. ❹ Press the **[OK]** key.
2 Copy Reset · Changes the time after which the machine returns to the initial copy condition when you do not operate the machine for the specified period of time after a copy run or key operation.	
3 Fax Reset (facsimile option required) · Changes the time after which the machine returns to the initial facsimile mode when you do not operate the machine for the specified period of time after a key operation.	
4 Printer Reset (printer option required) · Changes the time after which the machine returns to the initial printer condition when you do not operate the machine for the specified period of time after a print run or key operation.	

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

Description	Operational procedure
❑ **06 Function Timeout** (facsimile and printer options required) · Specifies the time after which the machine switches to another feature (copier, facsimile, or printer) when you do not operate the machine. · The machine switches the screen after the specified period of time only when you set "Simultaneous Print" to "No". ⇒ See page 55.	**When changing the time (sec.)** ❶ Select "xxx sec." with the ⇨ key. ❷ Enter the time in seconds with the **Number** keys. · 10 to 180 sec. (in 1 second steps) · "60 sec." ❹ Press the **[OK]** key. **When switching to another feature immediately** ❶ Select "Immediate" with the ⇦ key. ❷ Press the **[OK]** key.
❑ **07 Auto Energy Saver** · Sets the machine whether the machine enter the Energy Save mode at the same time as the System Auto Reset function is executed or not. · The copy feature mode is cleared. · "System Auto Reset" ⇒ See page 49.	❶ Select "Yes" or "No" with the ⇦ and ⇨ keys. ❷ Press the **[OK]** key.
❑ **08 Energy Save Mode** The machine enters the selected level in the following cases: · When pressing the Clear Modes/Energy Saver key for about a second or more. · When the System Auto Reset time has passed when "Auto Energy Saver" and "System Auto Reset" are set to "Yes". · "Auto Energy Saver" ⇒ See page 50. · "Auto Shut Off" ⇒ See page 51. · "System Auto Reset" ⇒ See page 49.	❶ Select "Level 1" or "Level 2" with the ⇦ and ⇨ keys. ❷ Press the **[OK]** key.

Level	Required time to return to the ready condition after pressing the Clear Modes/Energy Saver key	Required time return to the ready condition after turning on the main switch*1
Level 1	about 3 seconds	about 30 seconds
Level 2 (default)	about 10 seconds	about 30 seconds

*1: In this case, the main switch is turned off by Auto shut Off.

· If you want to conserve energy, it is recommended to select the level 2.

· The above value is a guide. The value might vary depending on the environment.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

System Settings 3/5

Description	Operational procedure
❑ 09 Auto Shut Off The machine turns itself off automatically to conserve energy when you do not operate it for a certain period of time after a copy run or key operation. This is called "Auto Shut Off." The Auto Shut Off user tool changes this time.	**When changing the time** ❶ Enter the time with the **Number** keys. ❷ 5 to 120 min. (in 1 minute steps) · 15 min. ❸ Press the **[OK]** key.

- Auto Shut Off might not come effect in the following cases:
  - · if the remaining space is 99% or less.
  - · if the error message appears on the panel display.
  - · if the optional Fax Hard Disk is equipped with your machine.
  - · if the optional ISDN unit is equipped with your machine.
  - · if originals are in the document feeder.
- If you want to conserve energy, it is recommended to set the "Auto Energy Saver" to "No".

Auto Energy Saver = Yes (⇒ See page 50.)

System	Main Switch	Notes	How to exit from Auto Shut Off
Copy	Off*3		Turning on the main switch
Copy + FAX	On*1*2	Fax messages can be received and printed automatically.	Pressing the Clear Modes/Energy Saver key
Copy + Printer	On*1*2	Data from computer can be received and printed automatically.	Pressing the Clear Modes/Energy Saver key
Copy + FAX + Printer	On*1*2	Fax message can be received and printed automatically. Data from computer can be received and printed automatically.	Pressing the Clear Modes/Energy Saver key

Auto Energy Saver = No (⇒ See page 50.)

System	Main Switch	Notes	How to exit from Auto Shut Off
Copy	Off*3		Turning on the main switch
Copy + FAX	Off*3	Fax messages can be received and printed automatically.	Turning on the main switch
Copy + Printer	Off*3	Data from computer can be received, but not be printed.	Turning on the main switch
Copy + FAX + Printer	Off*3	Fax message can be received and printed automatically. Data from computer can be received, and printed automatically.	Turning on the main switch

*1: The machine enter the Energy Save mode.
*2: The required time to return to the ready condition varies depending on the Energy Save level. ⇒ See "Energy Save Mode" on page 50.
*3: If the main switch is turned off, it takes about 30 seconds to the ready condition.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

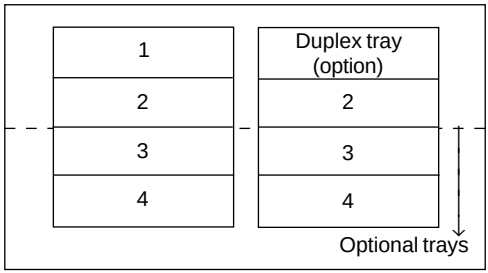
❑ Function numbers may vary depending on options attached to the machine.

Description	Operational procedure
❑ **10 Special Paper Size** · Specify the paper size with this user tool when you load non-standard size paper in the paper tray. · If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.	❶ Select the paper tray with the ◀ and ▶ keys. **For special size paper** ❷ Press the **[Special]** key. ❸ Select the paper size with the ◀ and ▶ keys. · Regarding paper sizes, ⇒ see page 22. ❹ Press the **[OK]** key. **For irregular size paper** ❷ Press the **[Irreg.]** key. ❸ Enter the paper length with the **Number** keys and press the ● key. ❹ Enter the paper width with the **Number** keys. ❺ Press the **[OK]** key. · Regarding sizes, ⇒ see page 22.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

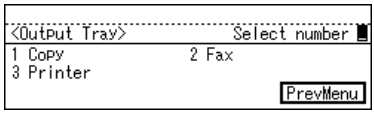
Description	Operational procedure
❑ 11 Paper Tray Priority (for Copy mode only) · Changes the paper tray to be selected when you turn on the power, the mode is reset, or if Auto Paper Select is not specified. 	❶ Select the paper tray with the ◀ and ▶ keys. "Tray 1", "Tray 2", "Tray 3", "Tray 4" ❷ Press the **[OK]** key.
❑ 12 Auto Tray Switch (for Copy mode only) · If you load paper of the same size in two or more trays,the machine automatically shifts to another tray when the tray in use runs out of paper. You can cancel this setting.	❶ Select "Yes" or "No" with the ◀ and ▶ keys. ❷ Press the **[OK]** key.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

System Settings 4/5

Description	Operational procedure
❑ **13 Bypass Auto Select** If you select "Yes", the bypass tray is selected in the following conditions: · after turning on the main switch and there is paper in the bypass tray. · after exiting from the Energy Save mode and there is paper in the bypass tray.	❶ Select "Yes" or "No" with the ◀ and ▶ keys. ❷ Press the **[OK]** key.
❑ **14 Output Tray** Specifies a tray to which documents are delivered for each feature (copier, facsimile, and printer). · You can also specify a single tray for two or more features. · Even when you specify the external tray, documents are delivered to internal tray 1 when you do not open the external tray.	
1 Copier · Specifies a tray to which copies are delivered.	❶ Enter a number between **1** to **3** with the **Number** keys. ❷ Select your desired tray type with the **[Prev.]** and **[Next]** keys. If you select "xx Tray", this setting is applied when paper feeds from paper tray. If you select "xx Bypass", this setting is applied when paper feeds from bypass tray. You can select following: 1. Copier - Copy Tray, Copy Bypass 2. Fax - Fax Tray, Fax Bypass 3. Printer - Printer Tray, Printer Bypass ❸ Select the output tray from the following with the ◀ and ▶ keys. "Int. Tray 1", "Int. Tray 2", "Ext. Tray" Copy, Fax, and Printer Tray: "Int.Tray 1" Copy, Fax, and Printer Bypass: "Ext.Tray" ❹ Press the **[OK]** key. "GUIDE TO COMPONENTS" ⇒ See page 3.
2 Fax (facsimile option required) · Specifies a tray to which faxes are delivered.	
3 Printer (printer option required) · Specifies a tray to which printed documents are delivered from the printer. This item is valid when you initialize the printer feature. ⇒ See "Printer Reference".	

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

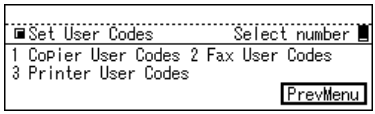
Description	Operational procedure
❑ **15 Simultaneous Print** (setting the multi-accessing function) · Disables interrupt copying or printing during a print run of another feature. · When you set this function to "Yes", all printed documents are delivered to a single tray and different features' documents are mixed. If you attach the optional 1-bin tray (internal tray 2) to the machine, you can specify an output tray for each feature. If you want to attach it, contact your service representative. · Interrupt printing is disabled for a feature for which "Restricted Access" is set to "Yes". The machine switches the screen after the time specified with "Function Timeout" and starts printing with the feature. Ristricted Access ⇒ See page 57. Function Timeout ⇒ See page 50. Output Tray ⇒ See page 54.	❶ Select "Yes" or "No" with the ◀ and ▶ keys. ❷ Press the **[OK]** key.
❑ **16 Contrast** · Adjusts the screen brightness.	❶ Select the brightness level with the ◀ and ▶ keys. · Levels 1 to 8 · Level 4 ❷ Press the **[OK]** key.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

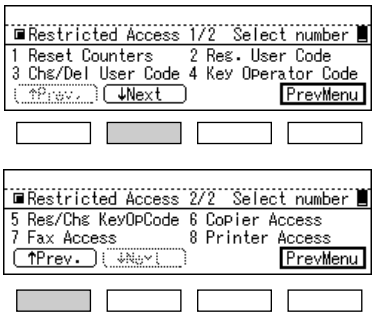
System Settings 5/5

Description	Operational procedure
❑ **17 Set User Codes** · Allows only specific persons to use the machine or you to manage the number of copies or prints made in each division of your company.	**When a key operator code is registered ⇒ See page 58.** ❶ Enter the key operator code (less than 4 digits) with the **Number** keys. ❷ Press the **[Enter]** key. 
1 Copy User Codes · Specifies whether to use user codes to restrict copier users or manage the number of copies made.	❶ Enter a number between **1** to **3** with the **Number** keys. ❷ Select "Yes" or " No " with the ◀ and ▶ keys. ❸ Press the **[OK]** key.
2 Fax User Codes (facsimile option required) · Specifies whether to use user codes to restrict facsimile users.	
3 Printer User Codes (printer option required) · Specifies whether to use user codes to restrict printer users or manage the number of prints made.	

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

Description	Operational procedure
❑ 18 Restricted Access · Specifies the user restriction settings using options (e.g., key counter) or user codes settings. ⇒ See "Set User Codes" on page 56.	**When a key operator code is registered** ❶ Enter the key operator code (less than 4 digits) with the **Number** keys. ❷ Press the **[Enter]** key. 
1 Reset Counters **Counter** · You can check the number of copies or prints under each user code.	❶ Enter **"1"** with the **Number** key. ❷ Select your desired user code with the ◀ and ▶ keys.
Single · You can reset each user code's counter to 0.	❶ Enter **"1"** with the **Number** key. ❷ Select your desired user code with the ◀ and ▶ keys. ❸ Press the **[Single]** key. ❹ Press the **[Yes]** key.
All · You can reset all user code's counter to 0.	❶ Enter **"1"** with the **Number** key. ❷ Press the **[All]** key. ❸ Press the **[Yes]** key.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

Description	Operational procedure
2 Reg.User Codes (Register User Codes) · Registers a user code. · You can register up to 20 codes. · A user code must be less than four digits.	❶ Enter **"2"** with the **Number** key. ❷ Enter the user code with the **Number** keys. · 0 to 9999 ❸ Press the **[Enter]** key.
3 Chg/Del User Code (Change/Delete User Codes) · Changes a user code. · The counter is not reset even when you change a user code.	❶ Enter **"3"** with the **Number** key. ❷ Select your user code to be changed with the ◀ and ▶ keys. ❸ Press the **[Change]** key. ❹ Enter a new code with the **Number** keys. · 0 to 9999 ❺ Press the **[Enter]** key.
· Deletes a user code. · If you delete a user code, the counter is reset automatically.	❶ Enter **"3"** with the **Number** key. ❷ Select your user code to be deleted with the ◀ and ▶ keys. ❸ Press the **[Delete]** key. ❹ Press the **[Enter]** key. ❺ Press the **[Yes]** key.
4 Key Operator Code · Sets the machine to be managed with key operator codes (passwords, less than 4 digits for operating User Code and Ristricted Access setting).	❶ Enter **"4"** with the **Number** key. ❷ Select Yes or No with the ◀ and ▶ keys. ❸ Press the **[OK]** key.
5 Reg/Chg Key Op Code (Register/Change Key Operator Code) · Registers or changes a key operator code. · A key operator code must be less than four digits.	❶ Enter **"5"** with the **Number** key. ❷ Enter the key operator code with the **Number** keys. · 0 to 9999 ❸ Press the **[Enter]** key.
6 Copier Access · Sets the machine to restrict copier users with the key counter.	❶ Enter **"6"** with the **Number** key. ❷ Select Yes or No with the ◀ and ▶ keys. ❸ Press the **[OK]** key.

* Note: If you want to restrict machine users, contact your service representative.

❑ For details on accessing the User Tools, ⇒ see page 44.

❑ Shaded items ( ) are selected as the default settings.

❑ Function numbers may vary depending on options attached to the machine.

Description	Operational procedure
7 Fax Access (facsimile option required) · Sets the machine to restrict facsimile users with the key counter. · This function does not manage the number of transmitted faxes. · This function prints received faxes regardless of the restriction. · You can also use personal codes to restrict users. ⇒ See "Restricted Access" in "Facsimile Reference."	❶ Enter **"7"** with the **Number** key. ❷ Select Yes or No with the ◀ and ▶ keys. ❸ Press the **[OK]** key.
8 Printer Access (printer option required) · Sets the machine to restrict printer users with the key counter.	❶ Enter **"8"** with the **Number** key. ❷ Select Yes or No with the ◀ and ▶ keys. ❸ Press the **[OK]** key.

* Note: If you want to restrict machine users, contact your service representative.

DO'S AND DON'TS
WHERE TO PUT YOUR MACHINE
MAINTAINING YOUR MACHINE

DO'S AND DON'TS **62**

WHERE TO PUT YOUR MACHINE **63**
When Moving The Machine 63
Machine Environment 63
Space Required For Installing The Machine 64
Power Connection 65

MAINTAINING YOUR MACHINE **66**
Cleaning The Exposure Glass 66
Cleaning The Platen Cover 66
Cleaning The Document Feeder Belt 67
Cleaning The 1-Bin Tray (Internal Tray2) 67

DO'S AND DON'TS

- ❑ Do not turn off the main switch while copying or printing. When turning off the main switch, make sure that copying or printing is completed.
- ❑ After the turning off the main switch, the anti-condensation heaters remain on.

⚠*CAUTIONS: When the machine will not be used for a long period, unplug the power cord.*

- ❑ Do not open the covers of machine while copying or printing.If you do, misfeeds might occur.
- ❑ Do not move the machine while copying or printing.
- ❑ If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- ❑ Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.
- ❑ When you send or receive an important document, it is recommended to call the recipient or sender to check that the document is sent properly.

WHERE TO PUT YOUR MACHINE

The installation location should be carefully chosen because environmental conditions greatly affect the performance of a machine. When you move the machine in your office, follow the following notes.

When Moving The Machine

⚠*CAUTION: When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*

❑ If the machine must be transported a long distance or by vehicle, please contact your service representative.

❑ When you move the machine a short distance, make sure to do the following:

- · Turn off the power.
- · Grip the plug and pull out the from the socket.
- · Close any covers or trays of the machine.
- · Move the machine gently keeping it flat. If you tilt it, the damage might occur.

Machine Environment

⚠*CAUTION: Keep the machine away from humidity and dust. A fire or an electric shock might occur.*

⚠*CAUTION: Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠*CAUTION: After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*

Machine environment after moving

Do not subject the machine to the following conditions. If you move the machine to an improper location, copies or prints will not be made normally or a failure might occur.

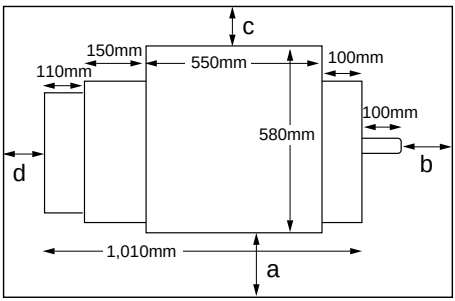
- ❑ Excessively cold, heat or humidity.
  The optimum environmental conditions are as follows :
  Temperature : 10 - 30°C
  Humidity : 15 - 90%
- ❑ Locations exposed to direct sunlight.
- ❑ Locations near an air conditioner or humidifier
- ❑ Locations subjected to strong vibration
- ❑ Locations with bad ventilation
- ❑ Dusty areas
- ❑ Unstable floor and base
  - Place the machine on a flat base. The machine must be level within 5mm, 0.2" both front to rear and left to right.
  - The floor must be stable. If you wish to place the machine on a raised surface, select a solid and stable piece of furniture dedicated for use with machines. The surface must be larger than the base of the machine.

Space Required For Installing The Machine

Leave enough space around the machine. This space is necessary for you or a service representative to operate the machine. The minimum space requirement (mainframe only) is as follows:

a (front)	b (right)	c (rear)	d (left)
75 cm (29.6")	1 cm (0.4")	1 cm (0.4")	1 cm (0.4")

When you open the external and bypass trays completely, the required space is as follows:



	Mainframe only
a	75 cm (29.6")
b	11 cm (4.3")
c	1 cm (0.4")
d	8 cm (3.2")

Regarding the required space when options are equipped, please contact your service representative.

Power Connection

⚠WARNING: Only connect the machine to the power source described on the inside cover of this manual.

⚠WARNING: Avoid multi-wiring.

⚠WARNING: Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock.

⚠WARNING: Do not plug or unplug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.

⚠WARNING: Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.

⚠CAUTION: When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

⚠CAUTION: When the machine will not be used for a long time, unplug the power cord.

- ❑ When the AC and main switches are in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- ❑ When you unplug the power cord, the anti-condensation heaters turn off.
- ❑ Insert the plug firmly into the wall outlet.

MAINTAINING YOUR MACHINE

If the exposure glass, platen covers or document feeder belt is dirty, you may not be able to make copies as you want. Clean them if you find them dirty.

◆Cleaning the machine

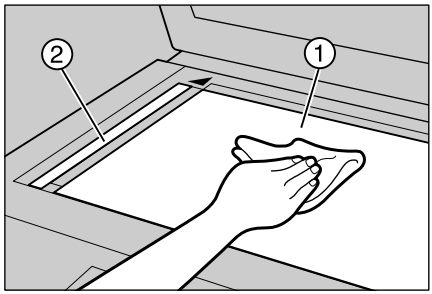
Wipe the machine with a soft, damp cloth. After wiping the machine with a damp cloth, wipe it with a dry cloth to remove the water.

Note: Do not use chemical cleaner or organic solvent such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

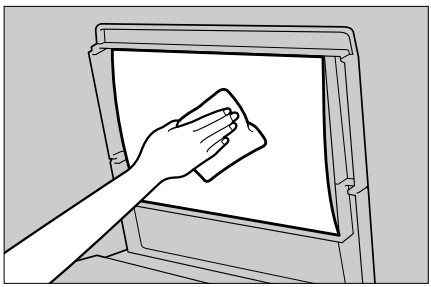
Note: Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning The Exposure Glass

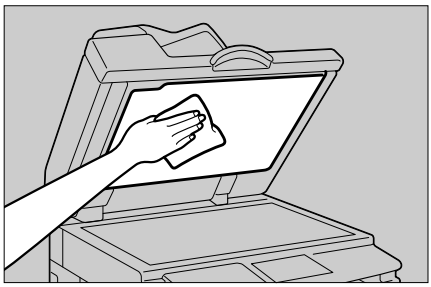
❑ Make sure to clean both of ① and ②.



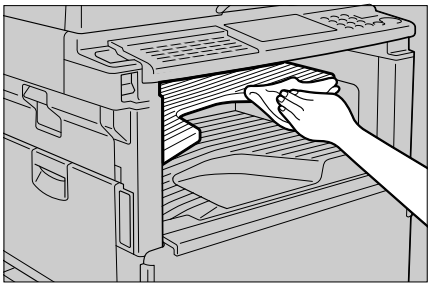
Cleaning The Platen Cover



Cleaning The Document Feeder Belt



Cleaning The 1-Bin Tray (Internal Tray2)



SPECIFICATIONS

MAINFRAME 70
OPTIONAL DOCUMENT FEEDER 73
OPTIONAL AUTO REVERSE DOCUMENT FEEDER 74
OPTIONAL FINISHER 75
OPTIONAL DUPLEX TRAY 76
OPTIONAL INTERNAL 1-BIN TRAY (Internal Tray 2) 77
OPTIONAL PAPER TRAY UNIT 78

MAINFRAME

Configuration:	Desktop
Photosensitivity type:	KS III OPC drum (ϕ 30)
Original scanning:	One-dimensional solid scanning system through CCD
Copy process:	Dry electrostatic transfer system
Development:	Dry two-component magnetic brush development system
Fusing:	Heating roll system
Resolution:	
Copy:	400dpi
Fax:	200 × 100dpi 200 × 200dpi 400 × 400dpi (optional 400dpi High Resolution card required)
Printer:	300dpi 600dpi
Gray scale:	256 levels
Exposure glass:	Stationary original exposure type
Original reference position:	Rear left corner
Warm-up time:	Within 30 seconds (20°C)
Originals:	Sheet/book/objects
Maximum original size:	A3 (297 × 420 mm), 11" × 17"
Copy paper size:	⇒ See page 22.
Duplex tray:	A3, B4, A4, A4, B5, B5, A5, A5, 11" × 17", 8½" × 14", 8½" × 11", 8½" × 11", 7¼" × 10½", 7¼" × 10½", 8" × 13", 8½" × 13", 8¼" × 13", width (182 ~ 297 mm) × length (148 ~ 432 mm)
Copy paper weight:	
Paper tray:	60 - 90 g/m² (16 - 24 lb)
Bypass tray:	60 - 157 g/m² (16 - 41 lb)
Duplex unit:	60 - 90 g/m² (16 - 24 lb)

Non-reproduction area:

Leading edge 3 ± 2 mm
Left edge 2 ± 1.5 mm
Trailing edge 4 mm or less
Right edge 3 mm or less

First copy time:

Less than 9.8 seconds
(A4 ▯, 8½" × 11" ▯, feeding from 1st paper tray and exiting to internal tray 1)

less than 8.8 seconds
(A4 ▯, 8½" × 11" ▯, feeding from 1st paper tray and exiting to external tray)

Copy paper capacity:

1st and 2nd paper trays: 250 sheets or less than 28mm, 1.10"
Bypass tray: 100 sheets or less than 11mm, 0.43"

Power source:

120V, 60Hz, 10A

Power consumption:

	Mainframe only	System*
Warm-up	about 1.0kW	about 1.0kW
Stand-by	about 130Wh	about 140Wh
Copying	about 470Wh	about 500Wh
Maximum	less than 1.1kW	less than 1.2kW
Auto shut off	about 2W	about 2.2W

* System: Mainframe with document feeder, 1-bin tray paper tray unit and duplex tray.

Dimensions:

	Width	Depth	Height
With document feeder	550mm 21.7"	580mm 22.9"	797mm 31.4"
With document feeder (bypass tray is open)	650mm 25.6"	580mm 22.9"	797mm 31.4"
With document feeder (bypass tray extender is used for large size paper)	750mm 29.6"	580mm 22.9"	797mm 31.4"
With auto reverse document feeder (bypass tray is open)	650mm 25.6"	580mm 22.9"	807mm 31.8"
With auto reverse document feeder (bypass tray extender for is used for large size paper)	750mm 29.6"	580mm 22.9"	807mm 31.8"
With auto reverse document feeder and finisher (bypass tray is open)	1190mm 46.9"	580mm 22.9"	807mm 31.8"
With auto reverse document feeder and finisher (bypass tray extender for is used for large size paper)	1290mm 50.8"	580mm 22.9"	807mm 31.8"

Noise Emission:

Sound pressure level (The measurement are made according to ISO7779.)

	Mainframe only
Stand-by	17.5 dB(A)
Copying	47.5 dB(A)

Sound power level (The measurement are made according to ISO7779.)

	Mainframe only
Stand-by	30 dB(A)
Copying	61.5 dB(A)

Weight:

Mainframe:	Approximately 57 kg, 125.7lb or less
Mainframe and document feeder:	Approximately 67.5kg, 148.8lb or less
Mainframe, document feeder and finisher:	Approximately 82kg, 180.8lb
Mainframe and auto reverse document feeder:	Approximately 68kg, 150lb
Mainframe, auto reverse document feeder and finisher:	Approximately 93kg, 205.1lb

❑ Specifications are subject to change without notice.

OPTIONAL DOCUMENT FEEDER

Mode:	ADF mode, SADF mode
Original size:	A3 - A5 11" × 17" - 5½" × 8½" Copy mode: length:128~1260mm(5.0"~49.6") width:105~297mm(4.1"~11.7") Facsimile mode: ⇒ See "Facsimile Reference"
Original thickness :	52 - 105 g/m² (14 - 27 lb)
Number of originals to be set:	30 sheets (80g/m²,20lb)
Copying speed:	1 to 1 copy mode: 15 copies/minute (A4, 8½" × 11")
Maximum power consumption:	25 W (power is supplied from the main frame.)
Dimensions (W × D × H)	550 × 470 × 120 mm (21.7" × 18.5" × 4.8")
Weight:	9 kg, 19.9 lb
Reproduction ratio:	37 - 150 %
Function:	Stamp function (for the facsimile feature) *Stamp cartridge is packed in the optional Fax Unit.

❑ Specifications are subject to change without notice.

OPTIONAL AUTO REVERSE DOCUMENT FEEDER

Mode: ADF mode, SADF mode, ARDF mode

Original size & weight: Standard sizes:

Paper weight (g/m²)		52.3	64	81.4	104.7
Paper weight (lb)		14	17	22	28
Maximum number of originals to be set		30	30	30	20
A3	▭	❍	❍	❍	❍
A4	▭	❍	❍	❍	❍
	▯	❍	❍	❍	❍
A5	▭	●	●	●	●
	▯	●	●	●	●
B4	▭	❍	❍	❍	❍
B5	▭	❍	❍	❍	❍
	▯	❍	❍	❍	❍
11" × 17"	▭	❍	❍	❍	❍
8½" × 14"	▭	❍	❍	❍	❍
8½" × 11"	▭	❍	❍	❍	❍
	▯	❍	❍	❍	❍
5½" × 8½"	▭	●	●	●	●
	▯	●	●	●	●

❍ : ARDF (2-sided originals), ADF (1 sided originals), SADF
● : ADF (1 sided originals), SADF

Special sizes:
Copy mode (1-sided original only):
length: 128 ~ 1,260 mm (5.0" ~ 49.6")
width: 105 ~ 297 mm (4.1" ~ 11.7")
Facsimile mode:
⇒ See “Facsimile Reference”

Original set: Face up, first sheet on top

Reproduction ratio: 37 ~ 150 %

Power consumption: less than 50W

Power source: DC 24V $^{+15\%}_{-10\%}$ (from copier)

Weight: less than 11 kg, 24.3 lb

Dimensions (W×D×H): 550 × 470 × 157 mm (21.7" × 18.5" × 6.2")

Function: Stamp function (for the facsimile feature)
*Stamp cartridge is packed in the optional FAX unit.

❑ Specifications are subject to change without notice.

OPTIONAL FINISHER

Paper size & weight:

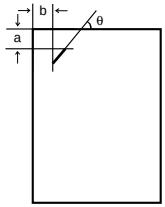
		standard paper				recommended paper by supplier		standard paper		recycled paper
Paper weight (g/m²)		157	128	105	81.4	80	75	64	52	64 ~ 80
Paper weight (lb)		42	34	28	22	21	20	17	14	17 ~ 21
A3	▭	❍	❍	◎	◎	◎		◎	◎	◎
B4	▭	❍	❍	◎	◎	◎		◎	◎	◎
A4	▭	❍	❍	◎	◎	◎		◎	◎	◎
	▯	❍	❍	◎	◎	◆		◆	◎	◆
B5	▭	❍	❍	◎	◎	◎		◎	◎	◎
	▯	❍	❍	◎	◎	◎		◎	◎	◎
A5	▭	❍	❍	❍	❍	❍		❍	❍	
	▯	❍	❍	◎	◎	◎		◎	◎	
B6	▭	❍	❍	❍	❍	❍		❍	❍	
A6	▭	❍	❍	❍	❍	❍		❍	❍	
11" × 17"	▭	❍	❍	◎	◎		◎	◎	◎	◎
8½" × 14"	▭	❍	❍	◎	◎		◎	◎	◎	◎
8½" × 11"	▭	❍	❍	◎	◎		◎	◎	◎	◎
	▯	❍	❍	◎	◎		◆	◆	◎	◆
5½" × 8½"	▭	❍	❍	❍	❍		❍	❍	❍	

◆ : can be used in Staple mode. Paper exits face up or down.
◎ : Paper exits face up or down.
❍ : Paper exits face up only.

Paper capacity for tray: Face up:
250 sheets (smaller than A3, 11"×17") (80 g/m², 20 lb)
Face down:
not in Staple mode:
1,000 sheets (smaller than A4, 8½"×11") (80 g/m², 20lb)
500 sheets (larger than B4, 8½"×14") (80 g/m², 20lb)
in Staple mode:
30 sets (20 sheets/set, 80 g/m², 20lb)

Staple replenishment: Cartridge exchange (2,000 pieces/cartridge)

Staple position:



a = 6 ± 3 mm
b = 6 ± 3 mm
θ = 45° ± 5°

Power Source: DC 24V, DC 5V (from copier)

Power consumption: 60 W (DC 24V/2.5A)

Weight: less than 25 kg, 55.2 lb

❑ Specifications are subject to change without notice.

OPTIONAL DUPLEX TRAY

Paper size:	⇒See page 70.
Copy paper weight:	60 - 90 g/m^2 (16 - 24 lb)
Stack capacity:	1 sheet
Copying speed:	16 copies/minute (A4 ▯, 8½" × 11" ▯, 2nd paper tray)
Power consumption:	25 W (power is supplied from the main frame.)
Dimensions (W × D × H)	514 × 453.5 × 77 mm (20.3" × 17.9" × 3.1")
Weight:	Approximately 5.2kg, 11.5lb

❑ Specifications are subject to change without notice.

OPTIONAL INTERNAL 1-BIN TRAY (Internal Tray 2)

Number of bins:	1
Available paper size:	A3 - A5 11" × 17" - 8 ½" × 11"
Paper capacity:	125 sheets (80g/m², 20lb)
Copy paper weight:	52 - 105 g/m² (14 - 27 lb)
Maximum power consumption:	29 W (power is supplied from the main frame.)
Dimensions (W × D × H):	486 × 412 × 106 mm (19.2" × 16.3" × 4.2")
Weight:	2 kg (4.4 lb)
Others:	This tray has a paper receiving lamp.

❑ Specifications are subject to change without notice.

OPTIONAL PAPER TRAY UNIT

Copy paper weight :	60 - 90 g/m^2 (16 - 24 lb)
Available paper size:	⇒ See page 22.
Maximum power consumption:	40 W (power is supplied from the main frame.)
Paper capacity:	500 sheets (80g/m^2, 20lb) or less than 60 mm (2.4") × 2 trays
Dimensions (W × D × H):	530 × 565 × 322 mm (20.9" × 22.3" × 12.7")
Weight:	23 kg (50.7 lb)

- ❑ Specifications are subject to change without notice.
- ❑ For details of options for the copier, facsimile, and printer, see other manuals.

INDEX

INDEX

Symbols

◀ ▶ key 7
1-Bin Tray (Internal Tray2) 67
1000-sheet tray unit 3, 5

Alphabetical Index

A

AC switch 3, 10
All 57
ARDF 5
Auto Energy Saver 50
Auto Reset 49
AUTO REVERSE DOCUMENT FEEDER 74
auto reverse document feeder 5
Auto Shut Off 51
Auto Tray Switch 53

B

Bypass Auto Select 54
Bypass tray 3

C

Cable connector 4
Card holder 4
CAUTIONS iii
Chg/Del User Code 58
Clear Function Setting 48
Clear Modes/Energy Saver key 7
Clear/Stop key 7
CONSUMABLES 21
Contrast 55
Copier Access 58
Copy Count Display 48
Copy Mode 1, 12, 15
COPY PAPER 22
Copy Reference 2
Copy Reset 49
Copy User Codes 56

D

developer cartridge 33
DOCUMENT FEEDER 73
Document feeder 5
Document Feeder Belt 67
DO'S AND DON'TS 62
DUPLEX TRAY 76
Duplex tray 3, 5

E

Energy Save Mode 11, 50
error message 28
Exposure Glass 3, 66
External tray 3

F

Facsimile Mode 1, 12, 17
Facsimile Reference 2
Fax Access 59
Fax Reset 49
Fax User Codes 56
FINISHER 75
Finisher 5
Front cover 3
Function keys 7
Function Priority 48
Function Timeout 50

G

General Reference 2

I

INTERNAL 1-BIN TRAY (Internal Tray 2) 77
Internal tray 1 3
Internal tray 2 5
Internal tray 2(option) 3
Interrupt Copying 15
Interrupt key 7
Irregular paper size 43

K

Key Operator Code 58

L

Left side cover 3

M

Machine Environment 63
Main switch 3, 10
mainframe 70
MAINTAINING 66
Memory Copy key 7
MISFEEDS 36
MULTI-ACCESSING 13

N

Number keys 7

O

Operation panel 3
Output Tray 54

P

Panel Beeper 48
PANEL DISPLAY 8
Panel Display 7
PAPER 29
Paper Receiving lamp 5
PAPER SIZE 40
paper size selector 41
Paper tray 3, 29
Paper Tray Priority 53
PAPER TRAY UNIT 78
PCU 25
pcu 32
Photoconductor unit 25, 32
platen cover 3, 5, 66
Power Connection 65
Printer Access 59
Printer Mode 1, 12
Printer Reference 2
Printer Reset 49
Printer User Codes 56
Printing 19
Program key 7

R

Reg.User Codes 58
Reg/Chg Key Op Code 58
Reset Counters 57
Restricted Access 57

S

SAFETY INFORMATION i
Set User Codes 56
Simultaneous Print 55
Single 57
Special Paper Size 52
Special paper size 42
STAPLES 35, 38
Start key 7
System Auto Reset 49
SYSTEM SETTINGS 44

T

TONER 24, 30

U

USER TOOLS 44
User Tools key 6

V

Ventilation hole 3

W

WARNINGS ii